DURANGO

SBA

accounts receivable

REFERENCE MANUAL

100328-001

1/12/79

DURANGO

SBA accounts receivable

REFERENCE MANUAL

All information and specifications in this manual are current at the time of printing. However, because of Durango's policy of continual product improvement, we reserve the right to make changes at any time without notice.

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Accounts Receivable Reference Manual (100328-001) Change History

Manual Revision	Software Supported Release.Version	ECO	Date	Description of Changes
A	1.1	—	1/12/79	Production Release
B	1.1	162	6/29/79	Updates Section I and Section II
C	1.3	103	7/31/79	Section II - Update procedures for Release 1 Version 3 (including Auxiliary Disk Drive). Incorporate SPR's #AR10200013, AR10200015, and AR10200025. Section III - Rewritten for Release 1 Version 3. Section V - Revised for SPR's. Section VI - Revised for SPR's.

A C C O U N T S R E C E I V A B L E

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REFERENCE MANUAL

INTRODUCTION

The Small Business Applications System (SBA) provided by Durango Systems Incorporated consists of five independent packages. These packages are designed to ensure the ease, convenience, and accuracy of financial record-keeping for typical small businesses. These packages include:

- o Accounts Receivable
- o Invoicing with Sales Analysis and Inventory Control
- o Accounts Payable
- o Payroll
- o General Ledger

All sets of application programs (except Invoicing) can be installed for a customer independent of the other available packages. (Invoicing must be preceded by, and can only be used with, Accounts Receivable.) Thus, an integrated accounting system can be installed in phases, at a pace dictated by customer requirements and capacity for conversion of the company's existing system.

In general, the applications packages include such flexibility that they should handle most existing accounting methods without change - without being customized. However, programmers' documentation is available in this manual, for use at the dealer's discretion. This documentation includes the installation instructions, a User Guide, program flow charts, symbol tables, screen and report layouts, and programming standards.

Customers who want to design their own programs on the Durango F-85 can purchase the D-BASIC Reference Manual. The following table is a guide to the location of various types of information for programmers.

Guide to Documentation for D-BASIC Programming

1. Installing and operating the F-85	F-85 Operator's Manual
2. Sizing requirements for the applications software (also formatting diskettes and copying system diskettes)	Accounts Receivable Manual "Section III"
3. List of program modules in the Accounts Receivable Software Package	Accounts Receivable Manual "Section III"
4. Utilities available on the Operating System Diskette	D-BASIC Reference Manual
5. Operating EDIT, FLS, FORMAT, COPYD, COPYC, AUTOSTART, LGO, AND FPRINT Utilities	D-BASIC Reference Manual

6. Error Code Tables	D-BASIC Reference Manual "Appendix"
7. Line number conventions for applications	Accounts Receivable Manual "Section III"
8. Disk space requirements for applications	Accounts Receivable Manual "Section III"
9. Flow diagrams of system logic in applications packages	Accounts Receivable Manual "Section IV"
10. Symbol tables for applications	Accounts Receivable Manual "Section V"
11. File definitions for applications	Accounts Receivable Manual "Section VI"
12. Report formats and video displays in applications packages	Accounts Receivable Manual "Section VII" and "Section VIII"

Each section of the Accounts Receivable Reference Manual begins with its own Table of Contents. In each section, page numbers start with "1".

Section II, the User's Guide, is designed specifically for operators using the applications programs. It answers questions that new users are likely to have, and contains a brief description of each prompt that appears on the video screen. The sequence of the User Guide parallels the sequence of procedures as they are listed on the Master Menu. Each procedure description contains a short explanation of what the program does, an outline of what the operator does in response to each prompt, the prerequisites for the program, and any required subsequent operations.

After receiving a User Guide to accompany the Accounts Receivable software, the operator does not need documentation from the Reference Manual. (Prior to using the software, of course, an operator should study the F-85 Operator's Manual.) The exception is the procedure for formatting diskettes. If the customer does not receive formatted diskettes, the customer needs a copy of the first two pages in Section 3, "System Notes".

Guide to the Durango F-85 for Operators of Applications Programs

1. Unpacking the Computer, turning it on, handling diskettes, inserting forms, adjusting screen	F-85 Operator's Manual "Installation Procedures"
2. Definition of Terms used in Manuals and User Guide	User Guide "Glossary"

DURANGO

SBA accounts receivable

USER GUIDE
2nd EDITION

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Accounts Receivable User Guide (100722-002) Change History

Manual Revision	Software Supported Release.Version	ECO	Date	Description of Changes
A	1.2	134	5/10/79	Production Release
B	1.3	103	7/31/79	Update procedures for Release 1 Version 3 (including Auxiliary Disk Drive) Incorporate SPR's: #AR10200013, AR10200014, and AR10200025
B	1.3		1/16/80	Production Release - 2nd Edition incorporating REV B update. Changed manual dash number from -001 to -002

USER GUIDE

A / R

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DURANGO

FOREWORD

The Durango Small Business Application (SBA) family of application packages provides comprehensive functions designed to satisfy the needs of typical small businesses. These packages are provided on a turnkey basis and require only that your specific data be installed. Especially easy to use, the various business functions are selected from a menu displayed on the video screen. Once a function is selected the screen then prompts the operator through the data entry, posting and report selection phases.

This manual is designed to provide you with a detailed guide in the installation and day-to-day operation of this SBA package. The only additional documentation you will need is the F-85 Operator's Manual.

A general overview is provided in the Introduction to help familiarize you with this package's capabilities and features. The General Data Entry Rules provide a brief tutorial on the more general aspects of operating the system while the Operator Instructions detail the specific installation and operation procedures. A glossary of terms used throughout this guide is furnished at the back of the Operator Instructions.

Samples of the printed forms required by this package are provided in the Appendix.

The Small Business Applications Accounts Receivable system has been developed to provide a simple yet complete A/R control system which may easily be adapted to your needs.

The system offers total control to the user by providing the tools necessary to record all daily transactions affecting A/R, and a network of audit trails required for proper management.

With the Durango F-85 system, all entries made by the operator are updated in the applicable files, so that you will always have access to current information.

Printed Forms Requirement: Statement form; see Appendix.

Features & Functions

Daily Processing

- Entry of Invoice Data, Print Edit List, Print Journal and Post to Open Item file
- Entry of Cash Receipts, Print Edit List, Print Journal, and Post to Open Item file
- Adjustments to Sales, Credit, and Debit Memo, and Cash Receipts Transactions
- Backup Diskette

Monthly Processing

- Printing A/R Aged Trial Balance
- Calculation and Listing of Finance Charges
- Printing Monthly Customer Statements
- Deletion (Purge) of Completed Invoices from Open Item File
- Printing Monthly Sales Summary
- Printing Monthly Cash Summary
- Clear Month-to-date Sales & Cost

On-request Processing

- Add, Change, or Delete Information in Customer File
- Add, Change, or Delete Information in Salesman File
- Display A/R Total Value on Screen
- Apply Credit on A/R Open Items
- Display Customer Account History on Screen
- Print Commission Due Report
- Print Alphabetic or Numeric Listing of Customer File
- Listing of Salesman File Information

Annual Processing

- Clear year-to-date Sales & Cost

Procedures

When the user utilizes the F-85 system for Accounts Receivable processing, the main A/R menu will be displayed. The user will select the number of the procedure desired, and the system will automatically display a detailed menu for that procedure.

The following includes brief descriptions of all procedures in the A/R system and the various options available in each procedure:

1. CUSTOMER FILE MAINTENANCE

   This procedure provides for the creation, modification, or deletion of customer data in the master file. Screen display of individual account information is also provided, as well as, printed listings of customer data in either customer number or alphabetic sequence by name.

2. SALESMAN FILE MAINTENANCE

   This program is used to create, change, delete, display, or list data held in the salesman master file.

3. SALES ENTRY & EDITING

   This procedure encompasses all activity applying to invoices, credit memos and debit memos. The first program provides for the entry of these transactions by prompting the operator for the necessary information required.

   The second program allows the user to modify or display any transaction previously entered. The deletion of incorrect items is provided by the third module and an edit listing is created by selecting the fourth program. After verifications the fifth module prints the sales journal and posts transactions to the Open Item file.

4. CASH RECEIPTS ENTRY & EDITING

   All activity involving the application of cash received is processed by this procedure. The entry of cash by the open-item method or the balance-forward method is allowed by selecting the first program. This procedure also facilitates the modification, inquiry, deletion, printing, and posting of any cash transaction entered into the system.

5. PRINT A/R AGED TRIAL BALANCE

   This procedure provides a comprehensive report showing all outstanding accounts based on preselected options. The first option allows the selection of either a detailed listing of every open item or a summary listing of customer account totals. The desired aging date is entered by the operator, as well as, a customer number range for printing selected customers.

6. APPLY OPEN CREDIT

This program is used to apply a previously entered, unapplied credit to one or more customer invoices on the Open Item file.

7. CRT ACCOUNT INQUIRY

By entering a customer number, this program will automatically display on the screen all outstanding invoices, payments, adjustments, and totals for the selected account.

8. PRINT STATEMENTS

This procedure prints monthly statements for all or selected customers. The program also provides the options of printing comments, aged totals, or the remittance advice portion of the statement.

9. PURGE A/R OPEN ITEM FILE

This program, normally run monthly after the printing of statements, removes all invoices (and applied cash or credit memos) that have been paid or written off, from the A/R Open Item file.

10. PRINT MONTHLY SALES SUMMARY

In this report the daily totals of all sales, credit, debit and finance charges are summarized. The report lists the sale amount, tax, freight, miscellaneous charges and total for each day of the month.

11. PRINT MONTHLY CASH SUMMARY

This report summarizes, by day, the cash received, discounts allowed, A/R credit total, and non-A/R credit total.

12. CLEAR MONTH-TO-DATE SALES & COST

This program clears month-to-date sales and cost totals from the Customer Master File.

13. CLEAR YEAR-TO-DATE SALES & COST

This program clears year-to-date sales and cost totals from the customer master file.

14. CALCULATE FINANCE CHARGES

This program, which is run once a month prior to the printing of statements, computes the finance charge, at the rate specified, for the past due amounts of each account.

15. PRINT COMMISSIONS DUE REPORT

This program generates a listing, by salesman by customer, of all invoices and commissions due for a specified period.

16. DISPLAY TOTAL A/R

This program totals the entire Open Item file and displays the grand total Accounts Receivable on the screen.

17. BACKUP DISKETTE

This program copies the contents of the A/R data diskette to a second diskette for backup.

18. INITIALIZE A/R SYSTEM

This initializes the A/R data diskette by estimating disk requirements, allocating files, initiating company name and submenu files and allowing initial customer setup.

INSTALLATION NOTES

A / R

D-BASIC
Release: 001
Date: 07/31/79

When the Accounts Receivable system is installed for the first time, an initialization procedure is necessary. This procedure produces an estimate of the diskette file space requirement based on parameters unique to the user. Following this, the actual customer data files are constructed with space automatically allocated.

The following procedure is done every day, after the Durango F-85 is turned on.

1. Insert the A/R System diskette into Drive 0, and A/R Data Diskette(s) into their "home" drives. (The AR DATA 1 Diskette goes in Drive 1; AR DATA 2 in Drive 2, and so on.) Close diskette drive doors gently.

2. Depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.

3. DX-85 "signs on" with:

   DX-85 VER XXX-nnK

   where "XXX" is the number of the latest version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

   ENTER DATE MMDDYY

   The operator types the date in the format shown where MM is the month, DD is the day, and YY is the last two digits of the current year; then presses "RETURN".

4. DX-85 then prompts:

   ENTER TIME HHMM (24 hour clock)

   Enter the current time in the format shown (two digits for the hour and two digits for the minute) and press "RETURN". 24 hour clock is used (i.e., 1400 = 2:00 p.m.).

5. DX-85 then automatically displays:

   LGO:ARMENU

6. The Master Menu for Accounts Receivable then appears on the screen.

7. The operator should respond to the "PLEASE SELECT APPLICATION" message by typing "18" and pressing "RETURN". The menu for "Initiate A/R System" then appears on the screen. This program initializes the diskette file requirements, company name, and a sub menu file for Ship Via codes and Terms codes. This procedure is done once, prior to entering your data. After it is done, you can only change the company name or the Accounts Receivable information unique to your company (such as codes for shipping or terms).

8. During Initializing, procedures 1 through 8 must be selected and completed sequentially. The program will not allow you to complete these procedures out of order.

COMMAND KEYS

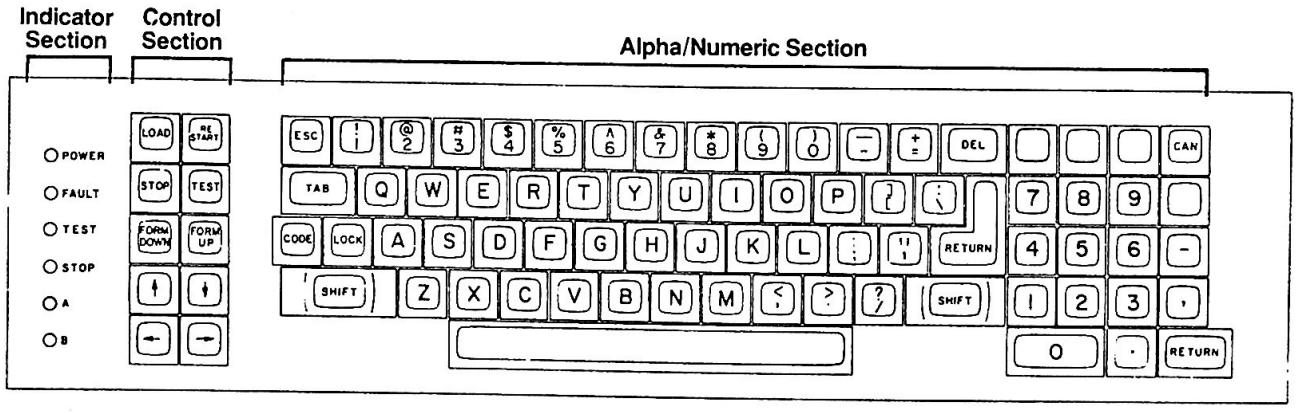
1. **"RETURN" Key** - When the screen is requesting information, and you type an answer, check it as it appears on the screen. If it's okay, press the key labeled "RETURN". The computer will immediately record your answer and ask the next question. "RETURN" is what tells the program to go.

2. **"DELETE" Key** - If you type in a mistake, press "DEL" (for "DELETE"), and the letter you just typed will disappear. Do this as many times as needed. Then type in the correct entry, and press "RETURN".

3. **"CANCEL" Key** - On a long answer, where your typo was at the beginning of a line, you may find it repetitious to use the "DELETE" key. Just press "CAN" (for "CANCEL") and erase that entire line.

4. **Starting All Over Again** - While part way through a set of questions on the screen, you may want to cancel what you've entered and start again. Just depress "CODE" and "CAN" simultaneously; then press "RETURN". A message at the bottom of the screen will say that the record has not been processed. Then you may start over at the beginning.

5. **"END"** - After you've entered and corrected your data, you press "RETURN", and the computer returns to the beginning and asks the same set of questions again. If you type "END", the screen will bring you back to a menu. Keep typing "END", and you will get to the Master Menu.



Keyboard Layout

6. **"CODE 3" Keys** - If you have written something on the screen and you want to copy it, press the keys "CODE" and "3", and the printer will print out exactly what is on the screen. "CODE 3" does not enter the data on your diskette, and does not post the data to any other reports you might print.

7. **Lost and Found** - If "END" and "RETURN" don't get you back to the master menu, type these codes into the keyboard:

   "LGO"

   If "LGO:" then appears on the screen, type in "ARMENU". If you repeatedly lose the Master Menu and can't complete your report, call your dealer.

SPECIAL FEATURES

8. **Optional Answers** - The manual says some items are "optional". If you have no answers for these items, press "RETURN". When the computer prints out a report, nonanswered items will appear as zero (for numeric answers) or appear as blank space.

9. * will sometimes appear on a screen, usually in a "Change" or "Delete" process. You must respond to asterisked items to find the record you want. The asterisk means that you have asked the computer for some records which are already on your diskette. After you answer the asterisked items, it knows which record to display for you.

10. **A Special Feature Called "DEFAULT"** - "DEFAULT" is a handy feature that avoids repetition. When the manual says that an item "DEFAULTS", you can press "RETURN", and the computer remembers what you typed in that blank the last time you were there or the most commonly used answer. Automatically, it puts the default values there again. Perhaps you don't remember what you put in that blank before. Or you may want to type in something different. Just type in the answer you want. You can see how much typing this "DEFAULT" feature saves if you enter several records that are similar.

    "DEFAULT" is also useful in creating a report consisting of a list. The computer will ask you where, out of all your records, it should begin and end the list. If you want it to list everything that's on your diskette, then press "RETURN," where the screen says "STARTING #". The screen will answer "ALL". You will then get a list of all the records you have entered. The question "ANY CHANGE?" always defaults to NO. That is, if you press "RETURN", the program does <u>not</u> request any changes.

    To know which way you are using the "DEFAULT" function, refer to your manual. It will tell you what you are defaulting to; e.g., to "ALL" or to the previous entry, or to a predetermined commonly used answer.

11. **Entry Errors** - There are several types of errors which can be made while entering data on the keyboard. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your operator instructions for the specific program you are running.

12. **Program Errors** - Some possible error messages are:

    1D (FILE UNAVAILABLE) or 6D (FILE NOT FOUND) - if either of these messages appear, check to be sure you have the diskettes in the right drives.

    23 (MAX RECORDS) - means there is no space left on a particular file to store information. You may have forgotten to purge the file, after printing out reports; or you may need to delete unnecessary records.

    In general, if a program error message appears, write down

    a) what is on the screen

    b) what you were doing when the error occurred.

    Then call your dealer or representative with this information.

13. **"EDIT" vs. "POST"** - You will notice in your manual that some programs print a report for you called "EDIT". Other programs print a report for you called "JOURNAL" or "REGISTER". The difference is very important. When you get an "EDIT" report, you can look it over, notice errors, and go back to the computer to make corrections. The "POST" program assumes all your numbers are correct and will post those numbers to several other files that you will print out later.

KEYBOARD CONVENTIONS

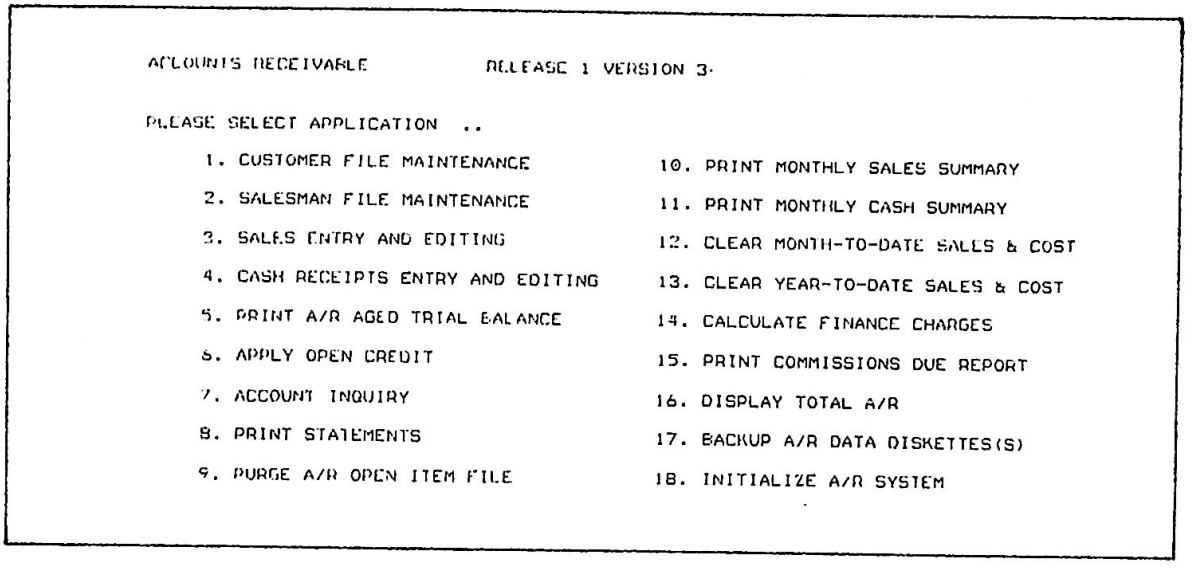
14. **Numbers** - Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. The computer supplies these automatically. Thus, your entry "1000" shows on the screen as "10.00". In a printed out report, the computer will "know" it is a dollar value. Negative numbers (when allowed) may be entered by typing the negative sign before the number (i.e., "-1000").

15. **Capital and Lower Case** - Your keyboard has both capital and lower-case letters, just as a typewriter does. Unlike the typewriter, it normally prints all letters as capital letters. If you press the "shift" key, the computer will print a lower-case letter.

D-BASIC
Release: 001
Date: 07/31/79

Master Menu
Page 1 of 1

Illustrated below is the Accounts Receivable Master Menu, from which all activity is selected.



1. Select the application desired.

2. Valid entries are numeric characters 1 through 18.

3. Items 1 through 7, 16 and 17 are commonly used in daily processing. Items 8 through 12, 14, and 15 are usually monthly processes. Item 17 should be run at the end of each day. Item 18 is used at the time of initial installation only.

4. Do not take out your diskettes until you have typed "END" in the "PLEASE SELECT APPLICATION" blank of the Master Menu. The computer emits a warning "beep" if "END" is not typed.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

MASTER MENU

ILLUSTRATED BELOW IS THE ACCOUNTS RECEIVABLE MASTER MENU, FROM WHICH ALL ACTIVITY IS SELECTED.

ITEMS 18 THROUGH 24 ARE ADDITIONAL TO THE STANDARD ACCOUNTS RECEIVABLE PACKAGE. THE ADDITIONAL ITEMS ARE FOR FILES USED IN THE EQUIPMENT RENTAL.

```
ACCOUNTS RECEIVABLE                          RELEASE 1 VERSION 3

PLEASE SELECT APPLICATION ..

  1. CUSTOMER FILE MAINT                  10. PRINT MONTHLY SALES SUMMARY
  2. SALESMAN FILE MAINT                  11. PRINT MONTHLY CASH SUMMARY
  3. SALES ENTRY AND EDITING              12. CLEAR M-T-D SALES AND COST
  4. CASH RECEIPTS ENTRY AND EDITING      13. CLEAR Y-T-D SALES AND COST
  5. PRINT A/R AGED TRIAL BALANCE         14. CALCULATE FINANCE CHARGE
  6. APPLY OPEN CREDIT                    15. PRINT COMMISSIONS DUE REPORT
  7. CRT ACCOUNT INQUIRY                  16. DISPLAY TOTAL A/R
  8. PRINT STATEMENTS                     17. BACKUP DISKETTE
  9. PURGE A/R OPEN ITEM FILE             18. ALTERNATE PAYOR FILE MAINT

EQUIPMENT RENTAL - REPEAT BILLING

 19. EQUIPMENT FILE MAINT                 22. REPEAT BILLING FILE MAINT
 20. CODE FILE MAINTENANCE                23. POST REPEAT BILLINGS
 21. RENTAL RATES FILE MAINT              24. PRINT SALES ANALYSIS

                                          25. INITIALIZE SYSTEM
```

1. SELECT DESIRED APPLICATION 1 THRU 25.

2. ITEMS 1 THRU 7, 16 AND 17 ARE COMMONLY USED IN DAILY PROCESSING.
   ITEMS 8 THRU 12, 14 AND 15 ARE USUALLY MONTHLY PROCESSES.
   ITEM 17 SHOULD BE RUN AT THE END OF EACH DAY.
   ITEM 25 IS USED AT THE TIME OF INITIAL INSTALLATION ONLY.

3. DO NOT TAKE OUT YUR DISKETTES UNTIL YOU HAVE TYPED 'END' IN THE 'PLEASE SELECT APPLICATION' POSITION OF THE MASTER MENU. THE COMPUTER EMITS A WARNING 'BEEP' IF 'END' IS NOT TYPED.

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ITEM #1 - CUSTOMER FILE MAINTENANCE

This program provides the facility to add new customers, change existing customer information, and delete customers no longer active.

A print program allows printing of selected customers, or all, giving all information contained in the Customer Master File.

A second print program allows a list of customers to be printed in sorted alphabetical sequence by name.

Figure 2 illustrates the Customer File Maintenance menu.

To end the process, type "END" in the "Please Select Application" position. The Master menu is then returned to and displayed.

```
CUSTOMER FILE MAINTENANCE



                    PLEASE SELECT APPLICATION

                          1. ADD NEW CUSTOMERS

                          2. CHANGE/INQUIRE CUSTOMERS

                          3. DELETE CUSTOMERS

                          4. PRINT OUT CUSTOMERS

                          5. PRINT ALPHABETICAL LIST
```

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

R= Return Button

ITEM # 1 CUSTOMER FILE MAINTENANCE - ADD

THE CUSTOMER FILE MAINTENANCE SCREEN IS ILLUSTRATED BELOW:

```
CUSTOMER FILE MAINTENANCE - ADD

 1. CUSTOMER #   10000                    11. BAL METHOD    0 R
 2. NAME         THE MURPHY COMPANY       12. STATEMNT?     Y R
 3. ADDRESS-1    06370 HIGHWAY 126        13. CRDT LIMIT    $ R 5000.00
 4. ADDRESS-2    ..................       14. ACCT BAL      $ R 350.00
 5. CITY         FLORENCE                 15. SHIP-TO?      N R
 6. STATE        OR                       16. SHIP VIA      1 2
 7. ZIP CODE     97439                    17. COLL/PREPD    C P
 8. PHONE #      659-5429                 18. TERMS         1 2
 9. SALESMAN #   0                        19. DISCOUNT %    0 R
10. CUST TYPE    ...V  20. TAX %  0.0R    21. TAX LOCALITY  0 R
ANY CHANGE? .        CC - 1   RT - 2   B&E - 3 .
```

continue to Return until next cust#

1. CUSTOMER # - REQUIRED. 5 NUMERIC DIGITS.

2. NAME - REQUIRED. 1 TO 25 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED.

3. ADDRESS-1 - REQUIRED. 1 TO 25 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED.

4. ADDRESS-2 - OPTIONAL. 1 TO 25 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED.

5. CITY - REQUIRED. 1 TO 15 ALPHA CHARACTERS MAY BE ENTERED.

6. STATE - REQUIRED. 2 ALPHA CHARACTERS. POST OFFICE STATE CODES SHOULD BE USED.

7. ZIP CODE - REQUIRED. 5 TO 9 NUMERIC DIGITS MAY BE ENTERED.

8. PHONE NUMBER - OPTIONAL. 12 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS HYPHENS AUTOMATICALLY.

9. SALESMAN # - OPTIONAL. 1 TO 2 NUMERIC DIGITS MAY BE ENTERED. PROGRAM DEFAULTS TO '0'.

10. CUSTOMER TYPE - OPTIONAL. 1 TO 3 NUMERIC DIGITS MAY BE ENTERED. THE USER MAY CONSULT HIS OWN LIST OF CODES.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #1 CUSTOMER FILE MAINTENANCE - ADD

11. BALANCE METHOD - REQUIRED. ENTER 'O' FOR AN OPEN ITEM CUSTOMER, AND ENTER 'B' FOR A BALANCE FORWARD CUSTOMER. PROGRAM DEFAULTS TO 'O' ON 'RETURN'.

12. STATEMNT? - REQUIRED. ENTER 'Y' IF USER WANTS A STATEMENT TO BE PRINTED FOR THIS CUSTOMER, ENTER 'N' IF USER DOES NOT WANT A STATEMENT PRINTED FOR THIS CUSTOMER. PROGRAM DEFAULTS TO 'Y' ON 'RETURN'.

13. CREDIT LIMIT - OPTIONAL. 2 TO 6 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. PROGRAM DEFAULTS TO '0.00' AND IT WILL BE IGNORED ON THE TRIAL BALANCE.

14. ACCOUNT BALANCE- WILL AUTOMATICALLY BE SET TO '0.00'.

15. SHIP-TO-FLAG - REQUIRED. A 'Y' MEANS THIS CUSTOMER HAS A DIFFERENT SHIP-TO ADDRESS. A 'N' MEANS SHIP-TO AND BILLING ADDRESS ARE THE SAME. PROGRAM DEFAULTS TO 'N' ON 'RETURN'.

16. SHIP VIA - REQUIRED. 1 NUMERIC DIGIT. USER MAY CONSULT HIS OWN LIST OF CODES.

17. COLLECT/PREPAID- OPTIONAL. 1 ALPHA CHARACTER. ENTER 'C' FOR COLLECT AND 'P' FOR PREPAID. PROGRAM WILL DEFAULT TO BLANK ON 'RETURN'.

18. TERMS - REQUIRED. 1 NUMERIC DIGIT. THE USER MAY CONSULT HIS OWN LIST OF CODES.

19. DISCOUNT % - OPTIONAL. 2 NUMERIC DIGITS MAY BE ENTERED. (i.e. NN CONVERTS TO NN%.) PROGRAM DEFAULTS TO '0' ON 'RETURN'.

20. TAX % - OPTIONAL. 2 NUMERIC DIGITS MAY BE ENTERED. THE PROGRAM INSERTS ONE DECIMAL POINT. (i.e. '60' WILL CONVERT TO 6.0%.) PROGRAM DEFAULS TO '0' ON 'RETURN'.

21. TAX LOCALITY - OPTIONAL. 1 TO 4 NUMERIC DIGITS MAY BE ENTERED. THE USER MAY CONSULT HIS OWN LIST OF CODES. PROGRAM DEFAULTS TO '0' ON 'RETURN'.

(NOTE: DISCOUNT AND TAX FIELDS WILL BE USED IN THE INVOICING PACKAGE AS DEFAULT FIELDS FOR CALCULATION.)

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #1 CUSTOMER FILE MAINTENANCE - ADD

R= Return Key

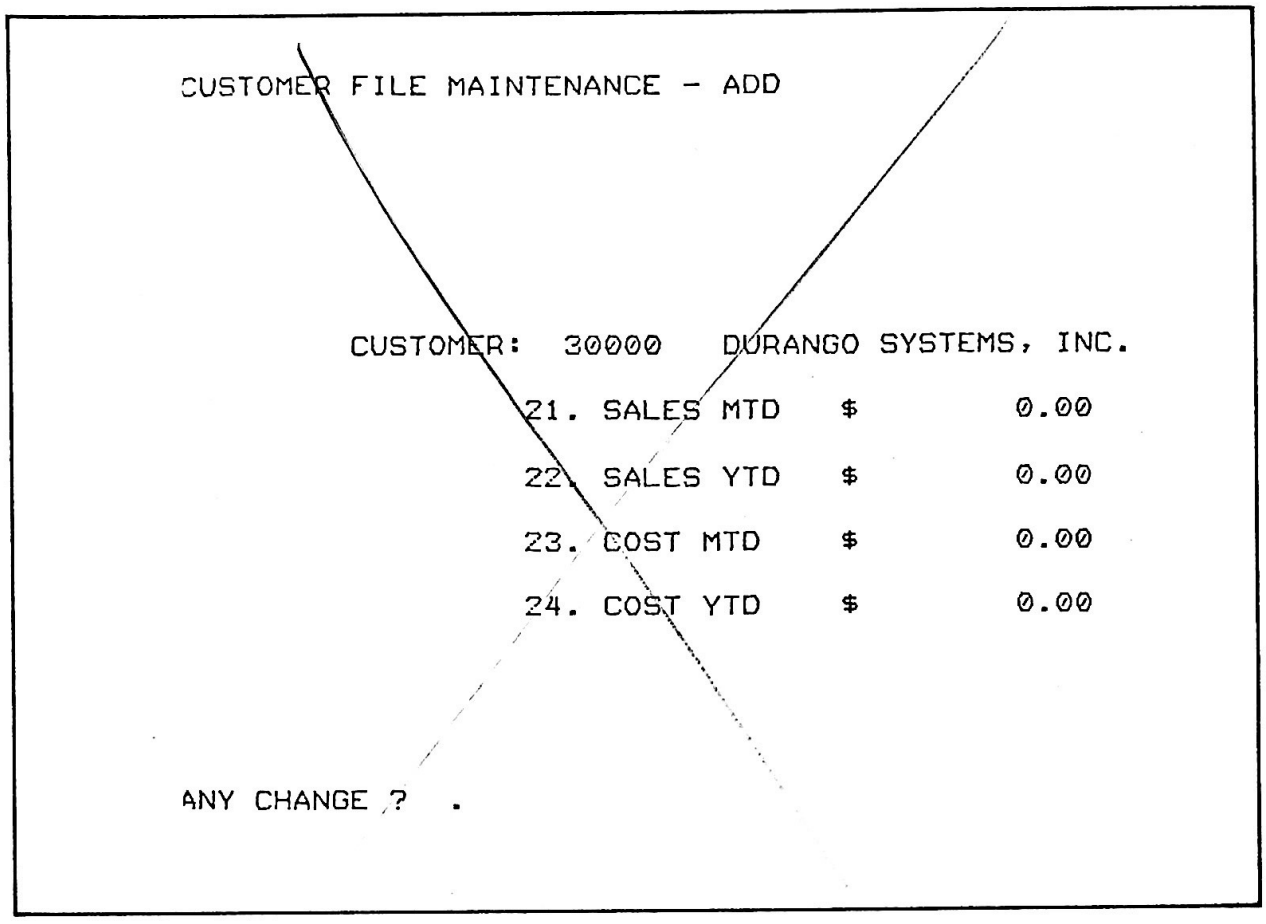
A SECOND SCREEN FOR CUSTOMER FILE MAINTENANCE WILL APPEAR AFTER THE FIRST ONE IS COMPLETE:

```
CUSTOMER FILE MAINTENANCE - ADD

CUSTOMER:  10000

     22. SALES MTD     ........  R

     23. SALES YTD               R

     24. COST MTD                R

     25. COST YTD                R

ANY CHANGE? .
```

FOR ALL ITEMS 22 THRU 25 - REQUIRED. 2 TO 8 NUMERIC DIGITS AVAILABLE. PROGRAM DEFAULTS TO '0.00'. THE AMOUNT CAN BE NEGATIVE.

NOTE:

WHEN INITIALLY BUILDING THE CUSTOMER MASTER FILE, THE CUSTOMER '99999' MUST BE ENTERED IF THE CATCH-ALL CAPABILITY OF '99999' (WHICH ALLOWS THE USER TO TYPE CUSTOMER NAME MANUALLY) IS TO BE USED IN SALES AND CASH RECEIPTS ENTRIES. NO ADDRESS IS REQUIRED, BUT A SALESMAN NUMBER AND CUSTOMER TYPE CAN BE ENTERED IF DESIRED. THIS CAN BE USED FOR MISCELLANEOUS CASH SALES.



NOTE:

When initially building the customer master file, the customer number "99999" must be entered if the catch-all capability of #99999 (which allows the user to type in the customer name manually) is to be used in sales and cash receipts entries. No address is required, but a salesman number and customer type can be entered if desired. This can be used for miscellaneous cash sales.

OPERATOR INSTRUCTIONS

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File
Maintenance
Change/Inquire

This program allows inquiry from the Customer Master, displays current information on the screen, and provides the ability to make changes.

1. The screen asks for customer number. Current information is displayed.

2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". A number from 2 to 13 or 15 to 20 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" Until the answer is "N".

3. The procedure is repeated until the operator types "END" in the customer number position.

OPERATOR INSTRUCTIONS

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File
Maintenance
Delete

This is used to delete inactive customers. The program will not allow deletion of a customer with a remaining balance.

1. After entering the customer number, the screen will display current customer information.

2. The screen will ask "RIGHT CUSTOMER?". A "Y" (Yes) answer means that customer will be deleted. The program then inquires for another customer number. A "N" (No) answer will not delete the customer and repositions to ask for another customer number. Will default to "N" on "RETURN".

3. Type "END" in the customer number position to end.

D-BASIC
Release: 001
Date 12/15/78

Customer File
Maintenance
Print Out
Customers
Page 1 of 1

When the operator selects #4, the screen displays "PLEASE ENTER STARTING CUSTOMER" and "PLEASE ENTER ENDING CUSTOMER". The operator can enter both numbers or obtain a complete listing by typing "ALL" for the starting number. Typing "RETURN" defaults to "ALL". The operator may also print a list of selected customers by entering their numbers in response to "PLEASE ENTER STARTING CUSTOMER". A "RETURN" for "PLEASE ENTER ENDING CUSTOMER" will print only the customer designated as the STARTING CUSTOMER.

This listing includes all information on the Customer Master file, sorted in customer number sequence.

To end the process type "END". If "ALL" is selected, the Master A/R Menu is returned to and displayed after printing has completed.

O P E R A T O R I N S T R U C T I O N S

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File
Maintenance
Print
Alphabetical List
Page 1 of 1

This program provides a listing of all customers sorted in alphabetical sequence by name. The screen displays "PROCESSING OCCURRING, PLEASE WAIT" while sorting the entire customer master file. When the sort is complete, the system prints all customers in alphabetical sequence by name. The report also includes customer number, address, phone number, salesman number and customer type.

When printing is completed, the Master menu is returned to and displayed.

ITEM #2 - SALESMAN FILE MAINTENANCE

This program provides the facility to add new salesmen, change existing salesmen, and delete salesmen no longer active.

A print program allows the list of salesmen and salesmen numbers to be printed.

```
SALESMAN FILE MAINTENANCE


PLEASE SELECT APPLICATION

      1. ADD NEW SALESMEN

      2. CHANGE/INQUIRE SALESMEN

      3. DELETE SALESMEN

      4. PRINT OUT SALESMEN
```

Type "END" in the "PLEASE SELECT APPLICATION" position to return to the master menu.

D-BASIC
Release: 001
Date 12/15/78

Salesman File
Maintenance
Add New
Salesmen
Page 1 of 1

1. Salesman No. - Required. A maximum of 2 numeric characters can be entered.

2. Salesman Name - Optional. A maximum of 30 characters can be entered.

Type "END" in the "SALESMAN #." position to end the process.

```
SALESMAN FILE - ADD


                              1. SALESMAN #

                              2. NAME
```

D-BASIC
Release: 001
Date 12/15/78

Salesman File
Maintenance
Change/Inquire
Salesmen
Page 1 of 1

This program will ask for the Salesman # , then the salesman name will be displayed.

A change to the salesman name will be allowed.

Type "END" in the SALESMAN # position to end the process.

```
SALESMAN FILE - CHANGE/INQUIRE



                    *1. SALESMAN #    ..

                     2. NAME
```

D-BASIC
Release: 001
Date 12/15/78

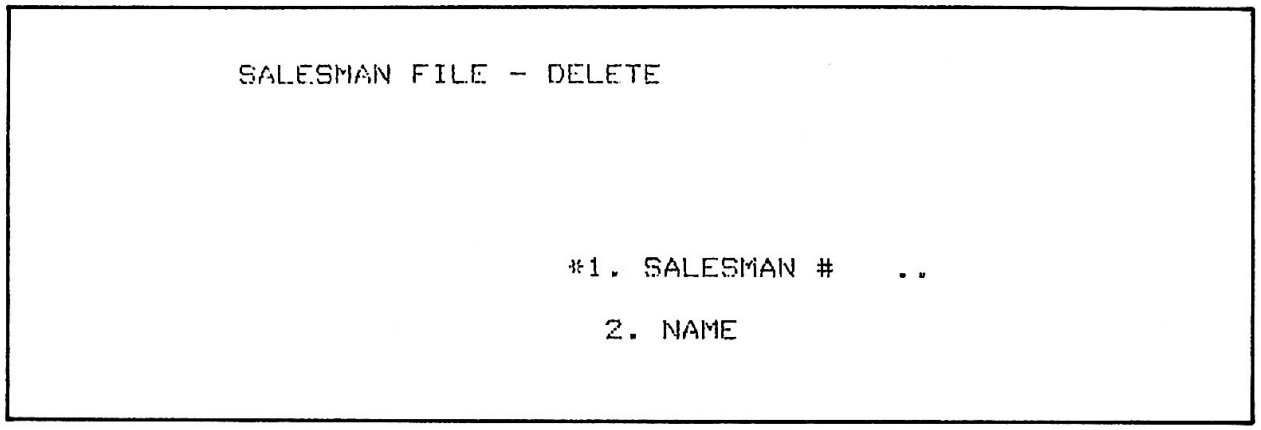
Salesman File
Maintenance
Delete Salesmen

Page 1 of 1

This program will ask for the Salesman #. The salesman name will be displayed.

It will then ask "RIGHT SALESMAN?" A "Y" (Yes) will cause the salesman to be deleted from the file. Defaults to "N" (No) on "RETURN".

Type "END" to end the process.



D-BASIC
Release: 001
Date 12/15/78

Salesman File
Maintenance
Print Out
Salesmen
Page 1 of 1

This provides for printing a list of salesmen and salesmen numbers.

The screen will ask for starting and ending numbers. The operator can enter both numbers or obtain a complete listing by typing "ALL" in the starting number position.

Type "END" in the starting number position to return to the Salesman File Maintenance Menu. If "ALL" is selected, the Master menu is returned to and displayed after printing has completed.

ITEM #3 - SALES ENTRY EDITING & POSTING

This program may be run on request. This allows entry of sales items, credit and debit memos and finance charge items. The operator may then print an Edit List of all items entered. After checking the Edit List, changes and deletions to existing transactions are allowed. Selection of item 5 will print the Sales Journal and post the items to the Open Item file, Customer Master, Commission Due and Monthly Summary files.

NOTES: The document (invoice or Debit/Credit memo) number must be entered the first time through. Thereafter it will be incremented by 1 automatically if you simply type "RETURN". You may, of course, enter it each time if you are entering documents out of order.

When entering credit memos and debit memos also enter the invoice number to which the Credit memo applies in the "APPLY-TO-NO" position (or type "RETURN" if unknown, and update later through "APPLY OPEN CREDIT").

For a balance-forward customer, the apply-to number is ignored.

Customer #99999 is a catch-all number which allows you to type in the Customer name manually. Any entries made to #99999 are <u>not</u> posted to the A/R Open Item file or summary files.

To end items #1-3, type "END" in the customer number position. The Master menu is then returned to and displayed.

To end the entire program, type "END" in the "PLEASE SELECT APPLICATION" position.

Once the Edit List is correct, select #5 from the menu to cause these transactions to be posted to the A/R Open Item file. This will also automatically result in the "Sales Journal" being printed, the Customer Master file being updated with sales and costs, and posting to the Monthly Summary file and Commissions Due file.

```
SALES AND CR/DR MEMO ENTRY

PLEASE SELECT APPLICATION .

1. ENTER (ADD) NEW TRX

2. CHANGE EXISTING TRX

3. DELETE EXISTING TRX

4. PRINT TRX EDIT LIST

5.  PRINT JOURNAL & POST
```

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O P E R A T O R I N S T R U C T I O N S

A / R

D-Basic
Release: 001
Date: 07/31/79

Sales Entry
and Editing
Enter (Add)
New Transaction
Page 1 of 2

This program is used to add new transactions.

1. Customer No - Required. A maximum of 5 characters can be entered. This number is verified against the Customer Master file and the Customer Name is automatically displayed.

2. Document No. - Required. A maximum of 6 numeric characters can be entered. The Document Number must be entered first time through. Thereafter, it will increment by 1 automatically if you type "RETURN". You may, of course, enter the number each time.

3. Document Date - Required. A maximum of 6 numeric characters can be entered. Defaults to previous document date entered on "RETURN".

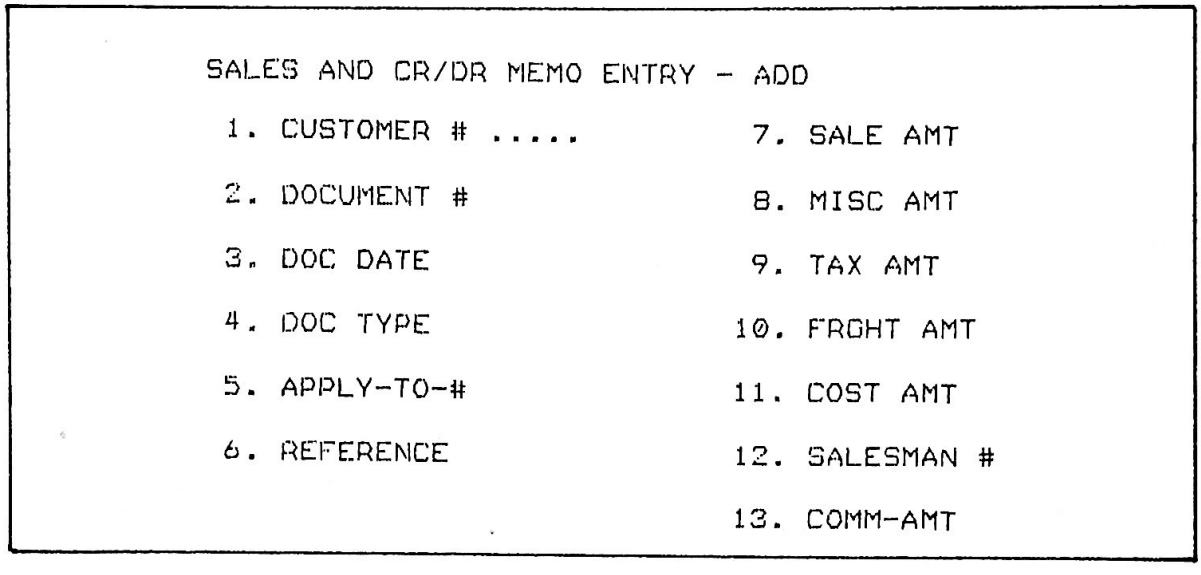
4. Document Type - Required. A maximum of 1 character can be entered. Defaults to previous document type entered on "RETURN". I = Invoice, C = Credit memo, D = Debit memo, F = Finance charge.

5. Apply-to-No. - For Invoices on Open Item customers, the system generates the same number as "DOCUMENT NO" previously entered. For other items this should be the invoice number to which the charge or credit is to be applied.

6. Reference - Optional. A maximum of 25 characters can be entered.

7. Sale Amount - Optional. A maximum of 8 numeric characters can be entered (i.e., nnnnnnnn will convert to nnn,nnn.nn). Amount can be negative. Defaults to zero on "RETURN".

8. Misc. Amount - Optional. A maximum of 7 numeric characters can be entered (i.e., nnnnnnn will convert to nn,nnn.nn). Amount can be negative. Defaults to zero on "RETURN".



9. Tax Amount - Optional. A maximum of 7 numeric characters can be entered (i.e., nnnnnnn will convert to nn,nnn.nn). Amount can be negative. Defaults to zero on "RETURN".

10. Freight Amount - Optional. A maximum of 6 numeric characters can be entered (i.e., nnnnnn will convert to n,nnn.nn). Amount can be negative. Defaults to zero on "RETURN".

11. Cost Amount - Optional. A maximum of 8 numeric characters can be entered (i.e., nnnnnnnn will convert to nnn,nnn.nn). Amount can be negative. Defaults to zero on "RETURN".

12. Salesman No. - Optional. A maximum of 2 numeric characters can be entered. Defaults to the salesman number from the customer master file on "RETURN".

13. Commission Amount - Optional. A maximum of 6 numeric characters can be entered. Defaults to zero on "RETURN".

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OPERATOR INSTRUCTIONS

A / R

D-BASIC
Release: 001
Date 12/15/78

Sales Entry,
Editing and Posting
Change/Inquire
Existing Trx
Page 1 of 1

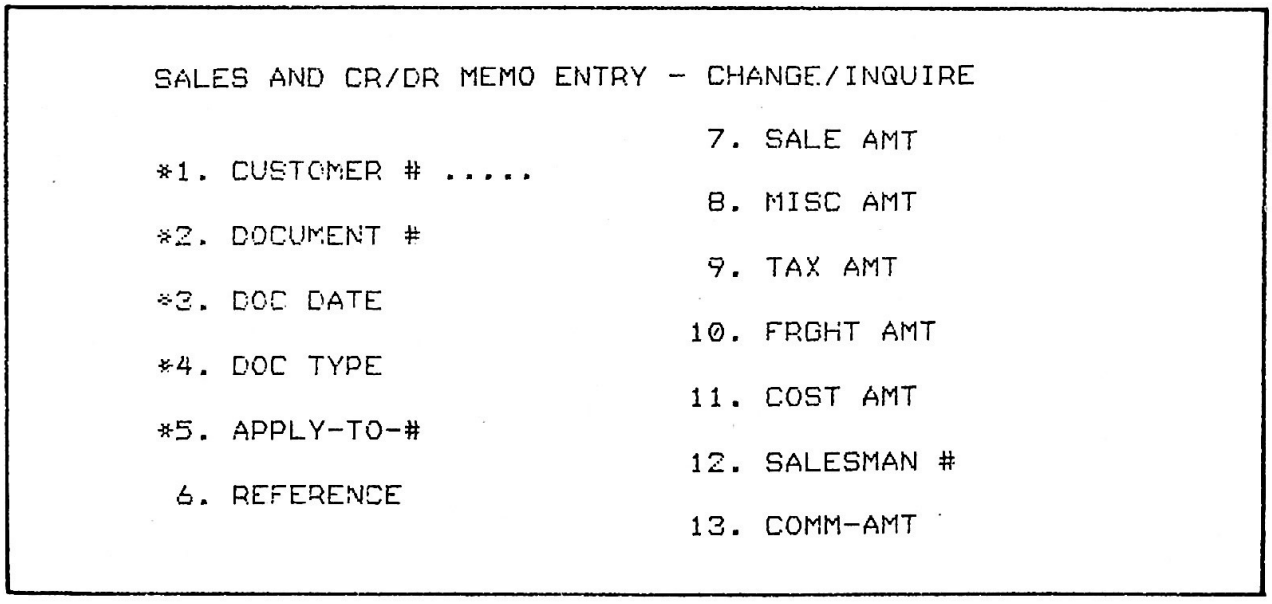
This program allows changes and inquiry against any sales transaction not yet posted to the Open Item file.

The Operator is required to enter items flagged with an asterisk (*) on the screen. (Required items, or items preceded by an asterisk, are also called "key" items.)

To end the process, type "END" in the Customer Number position.

NOTE:

You cannot change the "DOC #" if the DOC TYPE = I (Invoice). You must first change DOC TYPEa to either C, D, or F.



D-BASIC
Release: 001
Date 12/15/78

Sales Entry,
Editing and Posting
Delete

This program asks for "key" (asterisked) information to identify the transaction. Transaction detail will be displayed. An answer "Y" (Yes) to the question "RIGHT TRANSACTION?" causes that transaction to be deleted. Defaults to "N" on "RETURN" without deleting the transaction.

To end the process, type "END" in the Customer Number position.

```
SALES AND CR/DR MEMO ENTRY - DELETE

                                    7. SALE AMT
*1. CUSTOMER # .....
                                    8. MISC AMT
*2. DOCUMENT #
                                    9. TAX AMT
*3. DOC DATE
                                   10. FRGHT AMT
*4. DOC TYPE
                                   11. COST AMT
*5. APPLY-TO-#
                                   12. SALESMAN #
 6. REFERENCE
                                   13. COMM-AMT
```

O P E R A T O R I N S T R U C T I O N S

A / R

D-BASIC
Release: 001
Date 12/15/78

Sales Entry,
Editing and Posting
Print TRX
Edit List
Page 1 of 1

This program may be run on request. Printing is automatic. This list may then be used to verify correct entry. If corrections are required, select #2 (Change/Inquire) from the Sales Entry & Editing menu to change the transaction, or #3 (Delete) to delete the transaction.

D-BASIC
Release: 001
Date 12/15/78

This program may be run after the transaction Edit List is determined to be correct. The Sales Journal is automatically printed. This Sales Journal is your permanent record of items posted.

Sales entries are then automatically posted to the A/R Open Item file, deleted from the transaction file, and updated to the Customer Master file balance, Monthly Summary file and Commission Due file.

Once this program has been run transactions are unavailable for change or delete. If necessary an offsetting entry may be entered to correct items already posted.

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ITEM #4 - CASH RECEIPTS ENTRY & EDITING

This program may be run on request. Select item #4 from the main A/R menu. This allows entry of cash, and application of cash to specific invoices for Open Item customers or to the balance for Balance Forward customers.

A cash transaction can be changed or deleted if done prior to the posting run. After any corrections are made, selection of item #5 will print the Cash Receipts Journal and post the items to the Open Item file, Customer Master and Monthly Summary files.

Once the Edit List is correct you would select #5 on the menu to cause these transactions to be posted to the A/R Open Item file. This will automatically result in the "Cash Receipts Journal" being printed.

```
CASH RECEIPTS ENTRY

          PLEASE SELECT APPLICATION .

               1. ENTER (ADD) NEW TRX

               2. CHANGE EXISTING TRX

               3. DELETE EXISTING TRX

               4. PRINT TRX EDIT LIST

               5.  PRINT JOURNAL & POST
```

To end the entire program, type "END" in the "PLEASE SELECT APPLICATION" position. The Master menu is then returned to and displayed.

D-BASIC
Release: 001
Date: 07/31/79

A. OPEN ITEM CUSTOMERS.

1. In add mode there is the capability to apply a cash receipt to selected open items for the selected open item customer.

   Enter data according to instructions up to and including #6. At this point any of the values in 1 - 6 can be changed. When there are no further changes, headings will be displayed across the bottom of the screen and a document number will be requested. You may then enter a particular document number to which you wish the cash receipt applied, or you may type "RETURN" and the system gets the oldest open item for this customer. The document date and original balance for all documents with this apply-to number is then displayed automatically. (Note: for a 99999 Miscellaneous customer, the apply-to number is always Ø.)

2. Next, in the "AMT-PAID" position, enter the amount to be applied to the invoice (or other document). After the "AMT-PAID" is entered the discount allowed may be entered and the total credited amount is displayed. Also the remaining unapplied check amount displays so that you can tell how much cash is left to distribute. You may then start over entering the document number or "RETURN" for the next oldest open item.

   When there are no more open items, or when the cash receipt is entirely used, type "END" to enter the next cash receipt. If there is an unapplied portion of the cash receipt left over, this must be entered in the Transaction file as an open credit by typing zero "0" for a document number and typing the remaining amount in. The cash receipt will become an open credit which can be applied at a later time via "APPLY OPEN CREDIT" (See Operator Instructions).

3. If a cash receipt is not to be posted to the A/R Open Item file, type "N" (No) to "A/R CASH ?" and enter the G/L account number to which the amount should be posted. You would only need to enter non-A/R cash if you are interfacing to General Ledger.

4. To end the process, type "END" in CUSTOMER NUMBER slot.

The description of individual items on the screen for Open Item Customers follows:

1. Customer #. - Required. A maximum of 5 numeric characters can be entered. It is verified against the Customer Master File and the customer name is automatically displayed. Will default to last customer number on "RETURN".

2. Check #. - Required. A maximum of 6 numeric characters can be entered.

3. Date Received - Required. A maximum of 6 numeric characters can be entered. Will default to last date input from previous customer or the system date on "RETURN".

4. Amount Paid - Required. A maximum of 8 numeric characters can be entered. (i.e., nnnnnnnn will convert to nnn,nnn.nn).

5. Reference - Optional. A maximum of 25 characters can be entered.

6. A/R Cash - Required. A "Y" (Yes) or "N" (No) are the only valid characters allowed. Will default to "Y" on "RETURN". If your answer to #6 is a "N", #7 will be displayed.

7. G/L ACCT. # - Required if the answer to "A/R CASH" is "N". Maximum 7 numeric characters. The operator should first input 4 numeric characters, type "RETURN", and then input the last three numeric characters (i.e., nnnn-nnn).

   At this point any of the values in items 1-7 can be changed. When there are no further changes, for open item customers entering A/R cash only headings will be displayed across the bottom of the screen and a document number will be requested:

   a. Document # - Required. You may enter a particular document number (XXXXXX), or you may type "RETURN" and the system will retrieve the oldest open item for this customer. (For a 99999 Miscellaneous customer, program defaults to Ø for Document Number.)

   b. Document Date - Automatically displayed.

   c. Original Amt. - Automatically displayed.

   d. Balance - Automatically displayed.

   e. Amount paid - Required. A maximum of 8 numeric characters can be entered. (i.e., nnnnnnnn will convert to nnn,nnn.nn). "RETURN" will not apply any cash to that "DOC #", but will allow entry of the next DOC #.

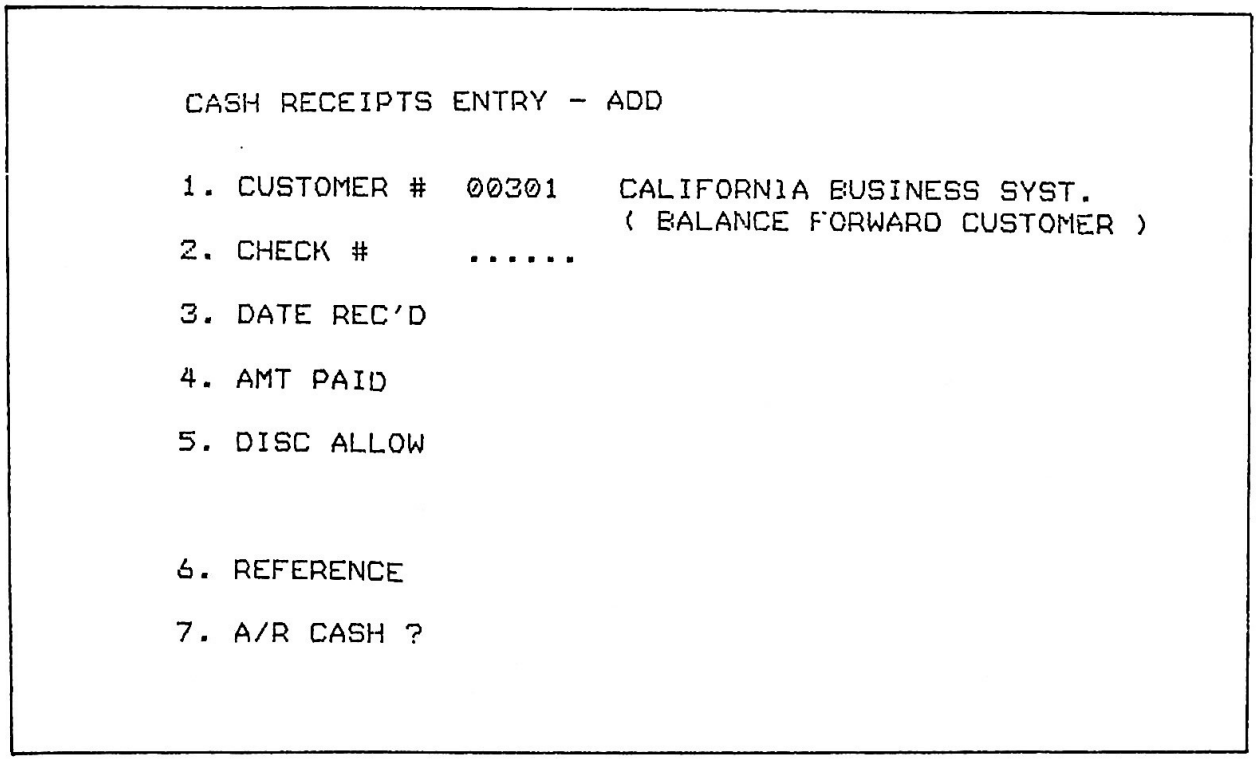
   f. Discount allowed - Optional. A maximum of 7 numeric characters can be entered. (i.e., nnnnnnn will convert to nn,nnn.nn). Will default to 00.00 on "RETURN".

g. Total credited - Automatically displayed. After total credited has been displayed the remaining unapplied check amount displays so that you can see how much cash is left to distribute. You then enter the next document number or "RETURN" for the next oldest open item.

When there are no more open items, or when the cash receipt is entirely used, the next cash receipt may be entered by typing "END" in the DOC# position then "RETURN".

If there is an unapplied portion of the cash receipt, this may be entered as an open credit by typing 0 (numeric zero) for a document number and typing the remaining amount in. This open credit can be applied at a later time via "APPLY OPEN CREDIT".

Type "END" in the CUSTOMER # position to end the process.



NOTE:

Once the Edit List is correct you must select #5 on the menu to cause these transactions to be posted to the A/R Open Item file. This will also automatically result in the "Cash Receipts Journal" being printed.

B. BALANCE FORWARD CUSTOMERS.

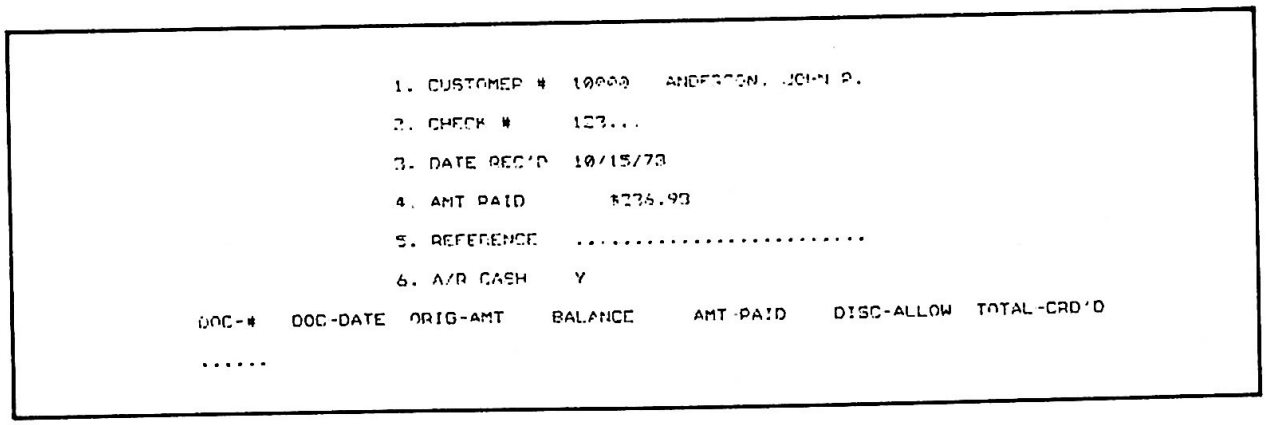
1. For a customer that uses balance-forward accounting, the apply-to document number logic is omitted.

   Enter data according to instructions up to and including #6. At this point any of the values in 1 - 6 can be changed.

2. If a cash receipt is not to be posted to the A/R Open Item file, type "N" (No) to "A/R CASH ?" and enter the G/L account number to which the amount should be posted. You would only need to enter non-A/R cash if you are interfacing to General Ledger.

3. To end applications #1 - 3, type "END" in customer number slot.

The description of individual items on the screen for Balance Forward Customers follows:



1. Customer #. - Required. A maximum of 5 numeric characters can be entered. It is verified against the Customer Master File and the customer name is automatically displayed. Will default to last customer number on "RETURN".

2. Check #. - Required. A maximum of 6 numeric characters can be entered.

3. Date Received - Required. A maximum of 6 numeric characters can be entered. Will default to last date input from previous customer or the system date on "RETURN".

4. Amount Paid - Required. A maximum of 8 numeric characters can be entered (i.e., nnnnnnnn will convert to nnn,nnn.nn).

5. Discount Allowed - Optional. A maximum of 7 numeric characters can be entered (i.e., nnnnnnn will convert to nn,nnn.nn). Will default to 00.00 on "RETURN".

6. Reference - Optional. A maximum of 25 characters can be entered.

7. A/R Cash - Required. A "Y" (Yes) or "N" (No) are the only valid characters allowed. Will default to "Y" on "RETURN". If your answer to #7 is a "N", #8 will be displayed.

8. G/L ACCT. # - Required if the answer to "A/R CASH" is "N". Maximum 7 numeric characters. The operator should first input 4 numeric characters, press "RETURN", and then input the last three numeric characters (i.e., nnnn-nnn). This option is useful for taking care of incoming checks and cash that are not Accounts Receivable (dividends or loans, for example).

Type "END" in the CUSTOMER # position to end the process.

OPERATOR INSTRUCTIONS

A / R

D-BASIC
Release: 001
Date: 07/31/79

Cash Receipts Entry and Editing
Change/Inquire Existing TRX
Page 1 of 1

This program may be run on request to change or inquire against a cash transaction prior to the "Print Journal and Post" run. Select #2 from Cash Entry Menu.

1. Enter the "key" information to identify the transaction: asterisked items: CUSTOMER #, CHECK # and APPLY-TO #. (Remember that the 99999 Miscellaneous customers have an apply-to number of 0.)

2. Changes are allowed except to "CUSTOMER #", "APPLY-TO #", and "A/R CASH". If you need to change these items, use Delete, then re-enter using Add.

3. To end the process, type "END" in the "CUSTOMER #" position.

```
CASH RECEIPTS - CHANGE/INQUIRE

                    *1. CUSTOMER #  .....
                    *2. CHECK #
                     3. DATE REC'D
                     4. AMT PAID
                     5. DISC ALLOW

                     6. REFERENCE
                    *7. APPLY-TO-#
                     8. A/R CASH ?
```

D-BASIC
Release: 001
Date: 07/31/79

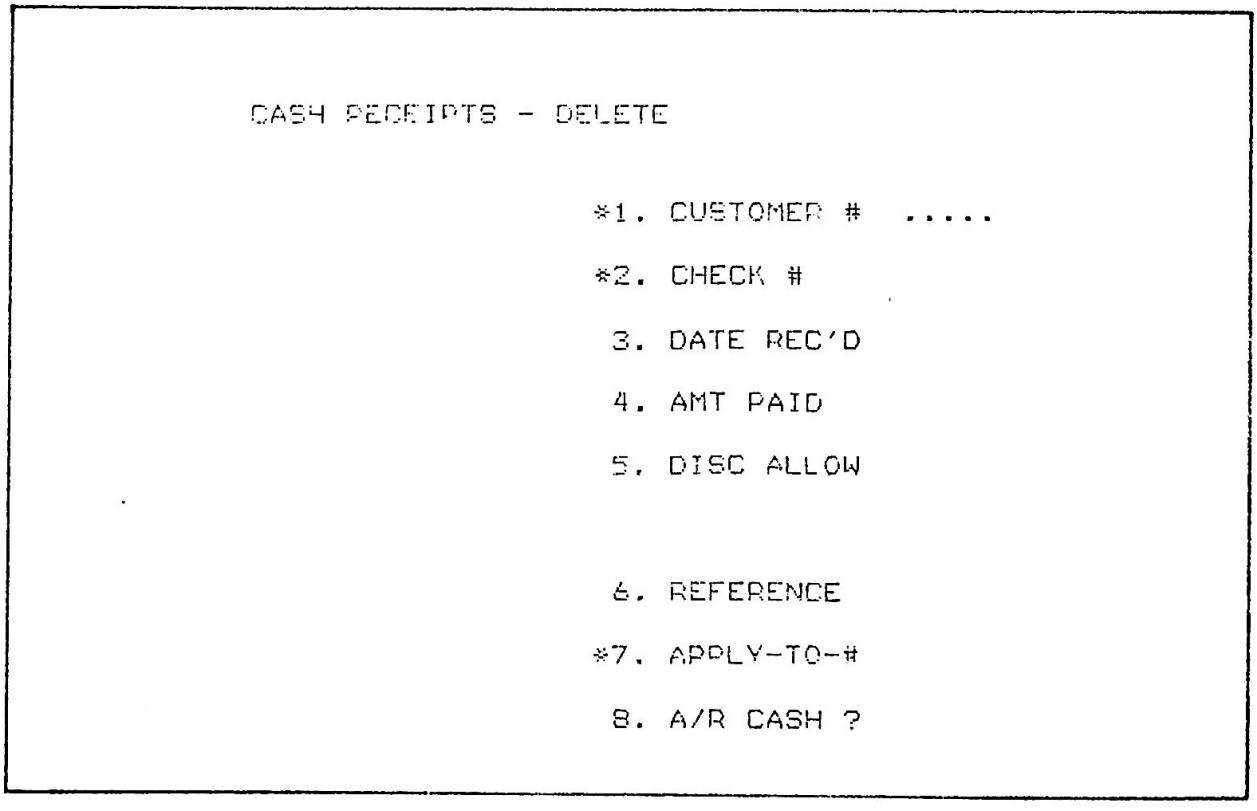
Cash Receipts Entry and Editing
Delete

This program may be run on request to delete a cash transaction prior to the "Print Journal and Post" run. Select #3 from Cash Entry Menu.

1. Enter the key information to identify the transaction: CUSTOMER #, CHECK # and APPLY-TO #. (Remember that the 99999 Miscellaneous customers have an apply-to number of Ø.)

2. The existing transaction will be displayed. If the answer to "RIGHT TRANSACTION?" is "Y", that transaction will be deleted. A "N" answer will not delete the transaction, but will inquire for another transaction. Typing "RETURN" will default to "N".

3. To end the process, type "END" in the customer number position.



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D-BASIC
Release: 001
Date 12/15/78

Cash Receipts Entry
and Editing
Print TRX Edit List

Page 1 of 1

This program may be run on request.

Printing is automatic. This list may then be used to verify correct entry. If corrections are required, select #2 (Change/Inquire) from the Cash Entry and Editing Menu to change the transaction, or #3 (Delete) to delete the transaction.

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This program may be run after the transaction Edit List is determined to be correct. The Cash Journal is automatically printed. This Cash Journal is your permanent record of items posted.

Cash is then automatically posted to the A/R Open Item file, deleted from the transaction file, and updated to the Customer Master file balance and Monthly Summary file.

Once this program has been run, transactions are unavailable for change or delete. If necessary an offsetting debit memo entry may be entered to correct items already posted.

ITEM #5 - PRINT A/R AGED TRIAL BALANCE

This program may be run on request.

This provides an up-to-date detailed or summarized Accounts Receivable Aging Report. Selected customers or all customers may be printed. The summary report will suppress detail items. Summary totals for each customer will be displayed.

After printing is complete, the Aged Trial Balance menu displays again. Type "END" in the "DETAIL OR SUMMARY?" position to end.

1. Detail or Summary? - Required. Enter "D" (Detail) or "S" (Summary).

2. Aging date - Optional. You may enter the aging date or it will default to the system date on "RETURN".

3. Include Items past Aging Date - Optional. Answer "Y" (Yes) or "N" (No). Will default to "N" on "RETURN".

4. Starting Customer # - Required. Maximum 5 numeric characters. Will default to "ALL" on "RETURN".

5. Ending Customer # - Optional. Maximum 5 numeric characters. Default on "RETURN" will result in only the starting customer # being printed.

ITEM #6 - APPLY OPEN CREDIT

This program may be run on request.

This program allows you to change the "APPLY-TO-DOCUMENT-#" on any item in the A/R Open Item file.

1. Select #6 from the main A/R Menu.

2. Enter the data requested on the screen.

   NOTE:

   Normally this is used to apply a previously entered cash item with a "0" DOC # to the appropriate Invoice No. Occasionally, however, it may be necessary to apply one credit to more than one invoice. The way to do this is to put the credit document number in the apply-to-number slot of both the credit and the invoices.

3. To end, type "END" in the customer number position on the screen.

4. This program is not used for customers who use Balance Forward accounting.

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ITEM #7 - CRT ACCOUNT INQUIRY

This program may be run on request.

1. Select #7 from the main A/R Menu.

2. Enter the desired customer number.

3. The customer's account will be displayed on the screen automatically.

   NOTES:

   If there are more than 20 open items in the customer's account, the display will stop after the first 20 items are displayed. To advance to the next 20 items, press "RETURN".

   When all the items on account for the customer have been displayed, the aged subtotals will be displayed at the bottom of the screen. To return to step 2, press "RETURN".

   To end inquiry into an account with more than 20 items before reaching the end of the open items press "CODE" and "CANcel" simultaneously. This will end the display of the account and return processing to step 2.

4. Type "END" in "CUSTOMER" position to return to the Master menu.

```
ACCOUNT INQUIRY                          CUSTOMER:  10000  JOHN SMITH
DOC-#     TYPE       DATE        AMOUNT      OTHER-AMT     TOTAL-AMT APPLY-TO  AGE
111122    CR MEMO    03/28/79   5,454.00-          .00    5,454.00- 678678    99
111130    INVOICE    03/31/79  14,177.70       160.00    14,337.70  111130    85
112233    PAYMENT    03/31/79      75.00-       25.00-       100.00- 111130    05

AGE:          .00 /CUR          .00 /30+      8,783.70 /60+          .00 /90+
TOTAL:    8,783.70                      PRESS RETURN TO SEE ANOTHER CUSTOMER
```

ITEM #8 - PRINT STATEMENTS

This program may be run on request, however Calculate Finance Charges (Master Menu item #14) should be performed prior. Post finance charges before printing invoices.

1. Leave left hand paper guide fixed. Move right hand guide in. Position perforation at top of hardware print line (so that top of second form is positioned in the small triangular window above the printhead).

   Adjust print intensity of your printer using the manifold adjustment on the print head (red lever). Refer to the F-85 Operators Manual for details.

2. Select #8 from the main A/R Menu.

3. One statement form will be automatically printed with X's for alignment purposes.

4. The question "PRINT ANOTHER ALIGNMENT FORM?" will then appear on the screen.

   If alignment is OK, answer "N" and go to step 5.

   If alignment is not OK, make positioning adjustments, then answer "Y" (and go back to step 3). "RETURN" will default to "Y".

5. Enter the statement date: format MMDDYY. (Default to system date by typing "RETURN").

6. Enter any comment you want to appear at the bottom of the statement.

7. On the question "PRINT AGED TOTALS?", type a "Y" if you want aged totals to print at the bottom of the form. "RETURN" will default to "N".

8. On the question "PRINT REMIT ADVICE?", type a "Y" if you wish the Remit Advice to print on the removable right hand side of the form. "RETURN" will default to "N".

9. Enter the starting and ending customer numbers to print. To print all customers, enter "ALL" for starting number (no ending number is required). Defaults to "ALL" on "RETURN". To print one customer, enter the number as "STARTING CUSTOMER #". Type "RETURN" for "ENDING CUSTOMER #".

NOTES:

To abort printing, type "CODE" and "ESC" simultaneously. Reload system by typing "CODE" and "LOAD" simultaneously. Program may be restarted from appropriate starting customer by starting over at #1 above.

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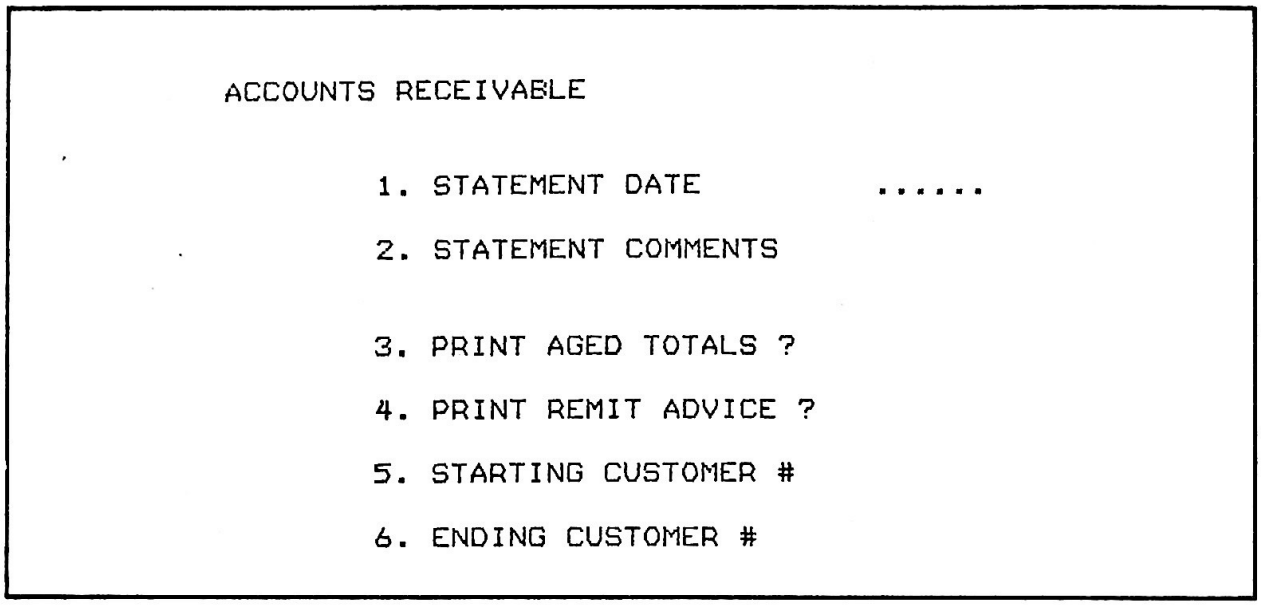
If a customer with an open balance on the A/R Open Item file has been deleted from the Customer Master file, the name and address of that customer will be left blank on the statement form. They must be typed in manually on a typewriter, or written in by hand. The customer number will appear on the statement.

Customers that are flagged in the Customer Master file as to not get a statement will not have statements printed for them.



10. To return to the Master menu, type "END" in "STATEMENT DATE".

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Purge A/R Open Item File
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ITEM #9 - PURGE A/R OPEN ITEM FILE

This program may be run on request. It is normally only run once a month after printing statements and after all month end processing is complete. It clears all paid items from the A/R Open Item file.

1. Select #9 from the main A/R Menu.

2. Enter the purge cut-off date when requested on the screen. Normally this is the last day of the month just ended. All items in the A/R Open Item file with a later date will be ignored by the Purge program.

3. All remaining processing is automatic. The Master menu will appear when processing is finished.

   (This program takes several minutes or a few hours to run. The length of time is dependent on the length of your files.)

ITEM #10 - PRINT MONTHLY SALES SUMMARY

This program may be run on request, but normally at the month end.

1. Select #10 from the main A/R Menu.

2. The report prints automatically.

3. After printing, a question appears on the screen asking if you want to clear out the Monthly Summary file.

   If this is the last run of this report for the month, answer "Y". If you want to run this report again this month, answer "N". "RETURN" will default to "N".

4. The screen will then display "IS NEXT PROGRAM MONTHLY CASH SUMMARY ?". A "N" will return to the main A/R Menu. A "Y" will automatically print the Monthly Cash Receipts Summary. Will default to "N" if "RETURN" is typed.

   NOTE:

   The Monthly Summary file should be cleared prior to entering and posting the following months transactions.

ITEM #11 - PRINT MONTHLY CASH RECEIPTS SUMMARY

This program may be run on request, but normally at the month end.

1. Select #11 from the main A/R Menu.

2. The report prints automatically.

3. After printing, a question appears on the screen asking if you want to clear out the Monthly Summary file.

   If this is the last run of this report for this month, answer "Y". If you want to run this report again this month, answer "N". "RETURN" will default to "N".

4. The screen will then display "IS NEXT PROGRAM MONTHLY SALES SUMMARY ?". A "N" will return to the Main A/R Menu. A "Y" will automatically print the Monthly Sales Summary. Will default to "N" if "RETURN" is typed.

   NOTE:

   The Monthly Summary file should be cleared prior to entering and posting the following month's transactions.

ITEM #12 - CLEAR MONTH TO DATE SALES & COST

This program may be run on request, but normally at the month end. It clears the Month-to-Date Sales & Cost fields in the Customer Master file.

1. Select item #12 from the main A/R Menu.

2. The program asks "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS?".

3. Type "Y" to proceed. Otherwise type "N" and the program will return to the Master menu. "RETURN" will default to "Y". Once processing is completed, it will return to the Master menu.

   NOTE:

   This program should be run prior to entering and posting the following months transactions. You may wish to print the Customer Master file prior to this run. (Customer Master File Maintenance item #4).

ITEM #13 - CLEAR YEAR TO DATE SALES & COST

This program may be run on request. It clears the Year-to-Date Sales & Cost fields in the Customer Master file. Normally this is run after year end close.

1. Select Item #13 from the main A/R Menu.

2. The program asks, "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS?".

3. Type "Y" to proceed. Otherwise type "N" and the program will return to the Master menu. "RETURN" will default to "Y". When processing is completed, it will return to the Master menu.

NOTE:

This program should be run prior to entering and posting any transactions in the new year. You may wish to print the Customer Master file prior to this run. (Customer File Maintenance item #4).

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ITEM #14 - CALCULATE FINANCE CHARGES

This program may be run on request. It should be run once a month prior to printing the Monthly Statements. The program computes one finance charge per customer at the rate specified for the total amount past due and posts these to the Transaction file.

You may then print the Sales Edit list (Item #3 from Main Menu, Item #4 from Sales Entry and Edit Menu). Prior to posting changes may be made using #2 from Sales Entry and Edit Menu. After verification, run item #5 from Sales Entry and Edit to post finance charges to the Open Item file.

1. Select #14 on the main A/R Menu.

2. Enter the finance charge cut-off date. Normally the end of the month.

3. Enter the finance charge percent rate. (Monthly percentage).

4. Enter the cut-off days, before which a finance charge will be calculated. (An open item is "Past Due" if it is dated earlier than the maximum number of cut-off days prior to the finance charge cut-off date.) Example: Enter the number of days in the month-end being processed, (29, 30 or 31) to charge for a month or more past due only.

5. Processing will occur and then the Finance Charge Report is printed.

6. If the Finance Charge Report is deemed correct, answer "Y" to the question "OK TO ADD TO TRANSACTION FILE ?". If not, answer "N". "RETURN" will default to "Y". If the finance charge date or rate was incorrect, re-start the program beginning at step #1.

7. Finance charges are posted to the Transaction file. Any changes or deletions to the finance charges added can be made using the Sales Entry and Editing programs. Finance Charges must be posted to the A/R Open Item file through Item #3, SALES AND CR/DR MEMO ENTRY.

   Finance charges are automatically posted as Document Type "F".

   IMPORTANT:

   Consult your attorney for information regarding complying with Federal and State credit laws and disclosure acts.

```
FINANCE CHARGES
      PLEASE ENTER

           1. CUT OFF DATE  ......

           2. % RATE

           3. CUT OFF DAYS
```

ITEM #15 - PRINT COMMISSIONS DUE REPORT

This program may be run on request, but is normally run at the month end.

1. Select #15 from the main A/R Menu.

2. Enter the invoice cut-off date.

3. The report prints automatically.

4. After printing you will be asked if you want to purge the file through the cut-off date entered previously. On a normal run, you answer "Y" for Yes. "RETURN" will default to "Y". "N" will return to the Master menu.

   NOTE:

   This file should be purged prior to entering and posting the following month's transactions.

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Display Total A/R

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ITEM #16 - DISPLAY TOTAL A/R

This program may be run on request. It displays the total value of the A/R Open Item file on the screen.

1. Select #16 from the Master A/R menu.
2. Total Accounts Receivable displays after a short processing period.
3. Type "RETURN" to return to the Master A/R menu.

```
TOTALS ACCOUNTS RECEIVABLE


TOTAL A/R VALUE =  $     7,920.73
```

MASTER MENU ITEM 17 - BACKUP DATA DISKETTES

This Backup procedure guides the user in making copies of data diskettes. After Initialization (see Procedure 18 from the Master Menu, revised as of July 31, 1979), the program automatically adjusts its instructions to the number of drives and diskettes on your computer; i.e., either 2 drives or 4 drives. (If your computer has 4 drives, it is referred to as having "auxiliary disk drives.")

Your diskettes should be copied (backed up) every day. It is best to keep a duplicate diskette from each of several days in your backup file. This way a mistake which has gone unnoticed for a few days can be recovered.

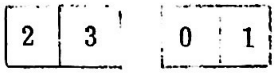
To back up Data Diskettes, the setup is as follows:

1. Accounts Receivable System Diskette - you have 1 System Diskette. Sometimes called the "Runtime Diskette," it contains all the procedures for doing Accounts Receivable on your Durango F-85. This will be on Drive Ø.

2. Accounts Receivable Data Diskette(s), Current - a "current" Data Diskette is one on which you are currently entering your A/R data. This (these) will be on Drive 1 (2 and 3) and should be externally labeled as AR DATA 1 (AR DATA 2, and AR DATA 3, respectively).

3. Backup Diskette(s) - you will need as many backup diskettes as you have current data diskettes. Newly formatted diskettes may be used, or backup diskettes filled with old data that has been superseded. These should be externally labeled AR BACKUP 1 (AR BACKUP 2, AR BACKUP 3) corresponding to the AR DATA 1 (2 or 3).

The auxiliary disk drives are frequently placed next to the F-85 in this sequence.



Drive 1 is usually the drive closest to the keyboard. The System Diskette is always inserted in Drive 0 and the Data Diskettes are placed in their "home" drives - the drives which correspond to their diskette number (e.g., Data 1 goes in Drive 1). During Backup, the Data 1 Diskette is removed from its drive, because each Backup Diskette is inserted in Drive 1. Backing Up proceeds from Data 1 (or from the System Diskette if that contains any permanent data) in numeric sequence through Data 3.

After you select Item 17 from the Master Menu, the following screen appears:

```
PLEASE INSERT THE CURRENT "AR DATA 1" DISKETTE INTO DRIVE Ø

PLEASE INSERT THE BACKUP "AR DATA 1" DISKETTE INTO DRIVE 1


          ENTER "DONE" WHEN READY:  ....
```

Note that it is the current data diskette, Data 1, which goes in Drive 0. For this step only, Data 1 is located outside of its "home" unit. That is because Unit 1 must contain the Backup Diskette for the program to work. Note also that if the System Diskette contains permanent data the first screen will refer to the System Diskette (Unit 0) rather than to "A/R Data 1".

After placing your diskette in the units as instructed, enter "DONE" and press "RETURN". The next instruction is:

```
                PLEASE TYPE IN "COPYU Ø 1"

                :
```

After typing "COPYU Ø 1", press "RETURN". Now the program transfers the contents from the current diskette to the backup diskette.

When the copy is complete, you are asked to replace your "AR SYSTEM" diskette back in Drive Ø.

```
        PLEASE BE SURE "AR SYSTEM" DISKETTE IS IN DRIVE Ø


        PLEASE ENTER "DONE" WHEN READY:
```

When your diskettes are back in place, the "LGO" and "BACKUP" appear on the screen.

The Backup program makes sure that there were no errors during the copy. (See the description of Error Messages at the end of this procedure.) If you have a Data 2 Diskette, the next screen which appears is:

```
PLEASE INSERT THE BACKUP "AR DATA 2" DISKETTE INTO DRIVE 1


          ENTER "DONE" WHEN READY:  ....
```

Instructions for backing up Data 2 and Data 3 are similar to the steps described above. Data 2 and Data 3 current diskettes do not have to be moved from their "home" drives.

When all diskettes are backed up the message appears:

```
YOUR BACKUP PROCEDURE FOR 07/27/79 IS  COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
       ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)? .
```

If you reply "N", the program returns you to the Master Menu.

Error Messages

Backing up diskettes for the auxiliary drive system means organizing 5 or 7 current and backup diskettes in one workspace. Since some confusion could arise, this program constantly checks for errors. Some of the possible error messages are described below.

* WARNING *

1. BOTH YOUR CURRENT AND YOUR BACKUP DISKETTES ARE DATED 07/27/79

   DO YOU NEED TO INSERT ANOTHER BACKUP DISKETTE (Y/N)? Y

Here the program checks the date on the backup diskette, so you can make sure you have not accidentally inserted your most current diskette. You have the option of inserting an older Backup Diskette. If your Backup Diskette is more current than your "current" diskette, the program will not let you continue. An older backup diskette or newer "current" diskette must be inserted.

* BACKUP PROBLEM *

2. YOUR CURRENT DATA DISKETTE LABEL IS "AR SYSTEM"
   HOWEVER, YOUR BACKUP DATA DISKETTE IS "AR DATA 1"

   THE CURRENT "AR DATA 1" DISKETTE MUST BE INSERTED IN DRIVE Ø
   THE BACKUP "AR DATA 1" DISKETTE MUST BE INSERTED IN DRIVE 1

   ENTER "DONE" WHEN READY, OR "END" TO TERMINATE ....

The program continuously monitors the labels of diskettes to see which drives they belong in.

3. THE DISKETTE ON UNIT 1 CANNOT BE READ BY THE SYSTEM

or:

THE DISKETTE ON UNIT 1 IS WRITE PROTECTED.

In either case the screen continues:

PLEASE INSERT THE CORRECT (FORMATTED) DISKETTE IN UNIT 1
TYPE IN "DONE" WHEN READY, OR "END" TO TERMINATE

After you insert your backup diskette in drive 1, the program looks for the diskette label and last backup date. If the diskette is unformatted, or if it cannot be read, the above error message appears.

4. THE PREVIOUS BACKUP OF UNIT—1 DISKETTE-

"AR DATA 1" HAD ERRORS

DO YOU WANT TO RETRY THIS BACKUP (Y/N)?

The program informs you of errors during processing and allows you to repeat backups that have errors. Errors occur if the system cannot read or write part of your diskette. This could occur after repeated usage or if the backup diskette gets damaged during storage or handling.

5. If you had problems during the backup procedure, and want to re-try the backup of one particular unit, the final Backup message provides that opportunity. It said:

YOUR BACKUP PROCEDURE FOR 07/27/79 IS COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)?

Type in "Y" (Yes). The program then asks what unit you'd like to start from. Type in the unit number for the Data Diskette which you had problems backing up (Data 2 would be "2"; the System Diskette would be "Ø"). The program starts from that unit number and proceeds as above.

NOTE: DO NOT USE THE "COPYU" COMMAND OUTSIDE OF THE BACKUP PROGRAM, AS IT DOES NOT HAVE PRECAUTIONARY MESSAGES. ERROR CHECKING IS DONE ONLY WITHIN THE BACKUP PROGRAM.

MASTER MENU ITEM ~~#18~~ 25 - INITIATE A/R SYSTEM

```
INITIATE ACCOUNTS RECEIVABLE SYSTEM

 PLEASE SELECT APPLICATION .

   1. ESTIMATE DATA REQUIREMENTS & ALLOCATE FILES
   2. PRINT INSTALLATION REPORT
   3. ADD/CHANGE COMPANY NAME FILE
   4. ADD/CHANGE SUBMENU FILE
   5. SET UP INITIAL CUSTOMERS
   6. BUILD INITIAL OPEN ITEM FILE
   7. SET INITIAL CUSTOMER BALANCES
   8. SELECT PRINT FONT SIZE
```

This program can be run only once (except in the case where changes need to be made to the company name and address or the submenu). It is self prompting and requested information must be input in order of sequence.

Procedures 1 through 8 must be selected and completed in numeric sequence.

After completing Items 1-8, do not return to the Initiate program for anything but Item 2 (Print Installation Report), Item 3 (Add/Change Company Name File), Item 4 (Add/Change Submenu File), or Item 8 (Select Print Font Size).

Begin the "Initiate" program by inserting the system (Runtime) Diskette in Drive Ø and blank, formatted diskettes in each of the remaining drives. Externally label each data diskette with the number of its "home" drive. (The diskette in Drive 1 is AR DATA 1 and so on.)

~~18-I~~ 25

Normally this procedure is performed by your authorized Durango dealer prior to delivering the system to you. It is only presented here to have complete documentation. This program creates data files that are sized according to your estimated number of transactions and your estimated number of customers, salespeople, and monthly commissions. It automatically allocates the files among the number of diskettes that your company uses (e.g.; 1, 2 or 3 data diskettes). The data diskettes should be externally labeled "AR DATA 1", "AR DATA 2", or "AR DATA 3", corresponding to which drive it is allocated in.

Upon selecting #1 from the "Initiate Accounts Receivable", the following screen appears:

```
ESTIMATE DATA REQUIREMENTS FOR ACCOUNTS RECEIVABLE

   DISKETTE CONFIGURATION: (2 OR 4 UNITS)?
   HARD DISK CONFIGURATION: (0 OR 1 DISKS)?
   MAXIMUM NUMBER OF CUSTOMERS?
   MAXIMUM NUMBER OF SALESMEN?
   MAXIMUM NUMBER DAILY SALES & CASH TRANSACTIONS?
   MAXIMUM NUMBER MONTHLY SALES & CASH TRANSACTIONS?
   MAXIMUM NUMBER MONTHLY FINANCE CHARGES?
   MAXIMUM NUMBER OPEN ITEMS AT MONTH-END?
   MAXIMUM NUMBER OF MONTHLY COMMISSIONS DUE?
```

After the operator enters the requested information and responds "N" (No) to "ANY CHANGE?", the program calculates the required file sizes. The disk requirements are automatically displayed on the screen:

```
DISK REQUIREMENTS - ACCOUNTS RECEIVABLE

                                BLOCKS          DEFAULT  DEFAULT UNIT     OVERRIDES
 FILE    ORG    # RECD      DATA : KEY         ON/OFF   DATA : KEY     ON/OFF  DATA  KEY

CUSMAS    I      1000       264  : 20            0        3 : 3
TRANS     I       300        60  : 40            0        3 : 3
AROPEN    I      3000       438  : 403           0        2 : 2
COMDUE    I       100         7  : 8             0        1 : 1
SLSMAN    I        20         2  : 2             0        1 : 1
MONSUM    I      1000       104  : 74            0        1 : 1
TEMP      I      1000        53  : 93            0        1 : 1
FCHARG    S       200         6  :               0        1 :
MESAGE    S         1         1  :               0        1 :
CONAME    S         5         1  :               0        1 :
SLSMEN    S        14         1  :               0        1 :

UNIT/BLOCK TOTALS:  0 / 948 .. 1 / 390 .. 2 / 861 .. 3 / 514 ..
DO YOU WANT TO RE-ESTIMATE THE DATA REQUIREMENTS (Y/N)? .
```

Most of the information on this screen does not concern the average user. You need only look at the messages at the bottom of the screen.

1. Unit/Block Totals: x/xxxx — The number in front of the slash (/) is the Unit or Drive number. The numbers behind the slash represent the total blocks needed for the files for the diskette in that drive. If the needed files are too big for the diskette, a pair of asterisks appears to the right of the Unit/Block number.

   For example, if you have too much data for your Data 2 Diskette, the Unit/Block number might read "2/ 1268 ** ". The asterisks indicate the files will not fit, and an additional message appears:

   *** THE PRESENT CONFIGURATION WILL
   NOT FIT AS SET UP . . . . PRESS RETURN ***

2. Do You Want to Re-Estimate the Data Requirements (Y/N)? — If one of your diskettes is too full, you may want to enter your counts again. Perhaps you made a typing error. When you re-estimate the counts, each item on the "Estimate Data Requirements" screen defaults to the number previously entered there.

   If, after re-estimating, your files still do not fit on the diskettes, see "NOTE" at end of this procedure.

   After you reply "N" to this question, a second question appears:

3. Do You Want to Override the Default Unit (Y/N)? — If your files fit the diskettes, the answer to this is "N", (No). Then the screen asks,

4. OK To Start Allocation (Y/N)? — As long as your estimated file sizes fit into space available on each diskette, the answer to this is "Y".

While allocation is taking place, the following screen appears:

```
ALLOCATING FILES FOR  ACCOUNTS RECEIVABLE



PROCESSING OCCURRING  . . .  PLEASE WAIT
```

NOTE: Do not allocate if the screen indicates that one or more of your diskettes cannot hold the data you estimate you will have. At that point, you should move some of the files to diskettes which have room for them. This "override" of the assigning of files is best done by your dealer.

When allocation is complete, the Initiate menu appears. Select Item 2.

Error Message — If a message appears on the screen, "PERFORM DISK CLEANUP AND RESTART PROGRAM ... " one of your data diskettes has old files on it. The program will only allocate files to blank, formatted diskettes. Press "RETURN" and begin the Initiate procedure again, with fresh diskettes.

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---

2 5
~~18=2~~

You may not select this procedure until Procedure 1 (Estimate Disk Requirements and Allocate Files) has taken place. The Installation Report begins to print as soon as Item 2 is selected from the Initiate menu. Be sure you have installed paper in your F-85.

The Installation report is a summary of the "Disk Requirements" which were allocated in Procedure #1 of the Initiate program. It gives you a printed, permanent record of which files are on which diskettes and how many records you estimated the file would need to hold.

When the report is printed, the Initiate menu appears. Select Item 3.

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The format of this file is 5 lines of up to 50 characters each. The first line is the company name, and is automatically printed at the heading of every report. It is automatically centered in the CONAME file. The remaining 4 lines contain the company address. If it is necessary to make changes in this file, all 5 lines must be re-entered.

```
SET UP COMPANY NAME


  COMPANY NAME
  ..................................................
  ADDRESS LINE-1
  ..................................................
  ADDRESS LINE-2
  ..................................................
  ADDRESS LINE-3
  ..................................................
  ADDRESS LINE-4
  ..................................................
```

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Date 12/15/78

Initialize A/R System
Add/Change
Submenu File
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This file contains a maximum of 5 entries of shipping codes and 5 terms codes. Each entry is a maximum of 14 characters including the number code which is automatically generated. If it is necessary to make changes in this file, all items must be re-entered.

SET UP SHIPPING CODES

ENTER DESCRIPTION OF SHIPPING CODES

1 .....

2 .....

3 .....

4 .....

5 .....

SET UP TERMS

ENTER DESCRIPTION OF TERMS

1 .....

2 .....

3 .....

4 .....

5 .....

~~18~~ 28 - 5

See Documentation for Customer File Maintenance (Item #1 of the Master Menu).

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Initialize A/R System
Build Initial
Open Item File
Page 1 of 1

25
~~18~~ - 6

This program is used to build the initial A/R Open Item file.

1. Select #6 from the "Initiate Accounts Receivable Menu".

   After all entries have been made, you must run item #7 from the Initiate Accounts Receivable to set the initial customer balance.

2. To end applications #1 - 3, type "END" in the customer number position.

3. To end the entire program, type "END" in the "PLEASE SELECT APPLICATION" position. The Master menu will be returned to and displayed.

   NOTE:

   This program should not be run after "Set Initial Customer Balance" has been run. This program does not update the Cash Receipts Summary file and the Monthly Sales Summary file. If the operator chooses, initial items may be entered through Sales Entry and Cash Entry instead of using this program. Using Sales Entry and Cash Entry, Items #3 and #4 on the Master Menu will update the Cash Receipts Summary and Monthly Sales Summary files.

```
A/R OPEN ITEM FILE LOAD



                    PLEASE SELECT APPLICATION .

                         1. ADD NEW ITEM

                         2. CHANGE/INQUIRE ITEM

                         3. DELETE ITEM

                         4. PRINT A/R OPEN ITEM FILE EDIT LIST
```

D-BASIC
Release: 001
Date 12/15/78

1. Customer Number - Required. This is verified against the Customer Master file and the customer name is automatically displayed.

2. Document/Check Number - Required. This is the invoice, check number, credit memo, debit memo, or finance charge, depending on the type of transaction.

3. Document/Cash Receipt Date - Required. This is the date of the invoice, credit memo, cash receipt, etc.

4. Transaction Type - Required. I = Invoice (sale), P = Payment, C = Credit Memo, D = Debit Memo, F = Finance Charge, B = Balance Forward.

5. Apply-to-Document-Number - Not necessary for sales. For credit and debit memos and cash receipts this is the invoice number to which the transaction applies. (If unknown, type "RETURN" and update later through "APPLY OPEN CREDIT".) For a customer that uses balance forward accounting, this line will be skipped.

6. Amount-1 - Required. This is the sale amount (not including freight, sales tax and misc. charges), or the cash receipt amount.

7. Amount-2 - Optional. For sales and credit memos this is the total of the freight, sales tax and misc. charges. For cash receipts, it is the amount of discount allowed.

8. Reference - Optional. A maximum of 25 characters can be input.

```
A/R OPEN ITEM FILE LOAD - ADD


                    1. CUSTOMER #  .....
                    2. DOCUMENT #
                    3. DOC DATE
                    4. DOC TYPE
                    5. APPLY-TO-#
                    6. AMOUNT-1
                    7. AMOUNT-2
                    8. REFERENCE
```

D-BASIC
Release: 00!
Date 12/15/78

Build Initial Open Item File
Change/Inquire

Page 1 of 1

This program allows changes to the items in the Open Item file.

Note that this program should not be run after "Set Initial Customer Balances" has been run, because then the customer balance will not match the balance in the Open Item file.

Items 1 through 5 (key items) must be entered to identify the item. The item will be displayed, and changes are allowed.

To end the process, type "END" in the customer number position.

```
A/R OPEN ITEM FILE LOAD - CHANGE/INQUIRE

          *1. CUSTOMER #  .....
          *2. DOCUMENT #
          *3. DOC DATE
          *4. DOC TYPE
          *5. APPLY-TO-#
           6. AMOUNT-1
           7. AMOUNT-2
           8. REFERENCE
```

D-BASIC
Release: 001
Date 12/15/78

Build Initial Open Item File
Delete
Page 1 of 1

This program allows the operator to delete items in the Open Item file.

Note that this program should not be run after "Set Initial Customer Balance" has been run, since then the customer balance will not match the balance in the Open Item file.

Items 1 through 5 (key items) must be entered to identify the item. The item will be displayed and the system will ask "RIGHT ITEM?". If the answer is "Y" the item will be deleted.

To end the process, type "END" in the customer number position.

```
A/R OPEN ITEM FILE LOAD - DELETE


          *1. CUSTOMER #  .....
          *2. DOCUMENT #
          *3. DOC DATE
          *4. DOC TYPE
          *5. APPLY-TO-#
           6. AMOUNT-1
           7. AMOUNT-2
           8. REFERENCE
```

OPERATOR INSTRUCTIONS

A / R

D-BASIC
Release: 001
Date 12/15/78

Initiate Accounts Receivable
Print A/R Open Item File Edit List
Page 1 of 1

This program allows printing of all items in the Open Item file. After determining that all items are correct, select #7 from the Initiate Accounts Receivable System Menu to set the initial balance.

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D-BASIC
Release: 001
Date 12/15/78

25
~~18~~ - 7

This program is run after the Customer file has been created and the Initial A/R Open Item file has been created.

1. Select #18 from the main A/R menu, and #7 from the Initiate Accounts Receivable Menu.

2. Processing is automatic and may take a few minutes before ending.

D-BASIC
Release: 001
Date: 07/31/79

25
~~18~~-8

This procedure is optional. Your reports will print in the normal size (132 characters per line) if you do not select it. If you would like the compressed font (217 characters per line), answer "C" to the question,

WHAT SIZE PRINT FONT DO YOU WANT TO USE?

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Example of Normal Print Size

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Example of Compressed Print Size

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM # 19 EQUIPMENT FILE MAINTENANCE

THIS PROGRAM PROVIDES THE FACILITY TO ADD NEW EQUIPMENT, CHANGE EXISTING EQUIPMENT INFORMATION, AND DELETE EQUIPMENT.

THE PRINT PROGRAM ALLOWS PRINTING OF EQUIPMENT SORTED IN ALPHABETICAL ORDER.

A SECOND PRINT PROGRAM CALCULATES, UPDATES, AND PRINTS THE DEPRECIATION SCHEDULE SORTED BY EQUIPMENT TYPE.

THE EQUIPMENT FILE MAINTENANCE MENU IS ILLUSTRATED BELOW:

```
EQUIPMENT FILE MAINTENANCE

 PLEASE SELECT APPLICATION .

1. ADD NEW EQUIPMENT

2. CHANGE/INQUIRE EQUIPMENT

3. DELETE EQUIPMENT

4. PRINT ALPHABETICAL LIST

5. CALCULATE, UPDATE AND PRINT EQUIPMENT DEPRECIATION
     SCHEDULE.
```

SELECT DESIRED APPLICATION. TO END PROCESS, TYPE 'END' IN THE 'PLEASE SELECT APPLICATION' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM # 19 EQUIPMENT FILE MAINTENANCE - ADD

THE EQUIPMENT FILE MAINTENANCE SCREEN IS ILLUSTRATED BELOW:

```
EQUIPMENT FILE MAINTENANCE - ADD

 1. EQUIP #       N-64                          11. AQUIS.DATE   01/01/80
                                                12. AQUIS COST   $   25,000.00
 2. EQUIP NAME    S-6 STRAIGHT BOOM CRANE       13. SALVG VAL    $   10,000.00
                                                14. PRIOR DEP    $        0.00
 3. CUST #        1000                          15. DEP METHOD   1
                  THE MURPHY COMPANY            16. DEP TIME     5
 4. LST OVRHAUL   10/30/80                      17. USE LIFE     5
    OR LST DEP...
 5. CONTRACT #    123                           18. SALES MTD    $        0.00
 6. CNTRCT DTE    11/01/80                      19. SALES YTD    $        0.00
                                                20. SALES LTD    $        0.00
 7. MTD USES      0
 8. YTD USES      0                             21. COST MTD     $        0.00
 9. LTD USES      0                             22. COST YTD     $        0.00
                                                23. COST LTD     $        0.00
10. EQPMT TYPE    ...

ANY CHANGE? .
```

1. EQUIPMENT # - REQUIRED. 1 TO 7 ALPHA/NUMERIC CHARACTERS. IT IS USED FOR THE SERIAL NUMBER.

2. EQUIPMENT NAME - REQUIRED. 1 TO 25 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED. THIS FIELD IS USED FOR THE EQUIPMENT DESCRIPTION.

3. CUST # - REQUIRED. 5 NUMERIC DIGITS. MUST MATCH NUMBER IN CUSTOMER FILE.

4. LST OVERHAUL/ LST DEP. DATE - REQUIRED. THE LAST OVERHAUL DATE IS TO BE ENTERED OR IF LOCATION CODE IS EQUAL TO 99 THE LAST DATE DEPRECIAITON IS TO BE CALCULATED. USE MMDDYY FORMAT.

5. CONTRACT # - REQUIRED. 1 TO 6 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED. PROGRAM DEFAULTS TO '0'.

6. CONTRACT DATE - REQUIRED. THE DATE OF CONTRACT IS TO BE ENTERED. USE MMDDYY FORMAT.

7. MTD USES - OPTIONAL. 1 TO 3 NUMERIC DIGITS. PROGRAM DEFAULTS TO '0'.

8. YTD USES - OPTIONAL. 1 TO 4 NUMERIC DIGITS. PROGRAM DEFAULTS TO '0'.

9. LTD USES - OPTIONAL. 1 TO 5 NUMERIC DIGITS. PROGRAM DEFAULTS TO '0'.

ITEM #19 EQUIPMENT FILE MAINTENANCE - ADD

10. EQUIPMENT TYPE - OPTIONAL. 1 TO 3 ALPHA/NUMERIC CHARACTERS MAY BE ENTERED. THE USER MAY CONSULT HIS OWN LIST OF CODES.

11. ACQUIS. DATE - REQUIRED. THIS VALUE IS USED IN CALCULATING DEPRECIATION. USE MMDDYY FORMAT.

12. ACQUIS. COST - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. THIS VALUE IS USED IN CALCULATING DEPRECIATION. PROGRAM DEFAULTS TO '0.00'.

13. SALVAGE VALUE - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. THIS VALUE IS USED IN CALCULATING DEPRECIATION. PROGRAM DEFAULTS TO '0.00'.

14. PRIOR DEPREC. - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. THIS VALUE IS USED IN CALCULATING DEPRECIATION. PROGRAM DEFAULTS TO '0.00'.

15. DEPREC. METHOD - REQUIRED. 1 NUMERIC DIGIT. THE CODE DEFINITIONS ARE AS FOLLOWS:
    0 = NO DEPRECIATION
    1 = STRAIGHT-LINE DEPRECIATION
    2 = 1.5 DECLINING BALANCE
    3 = DOUBLE DECLINING BALANCE

16. DEPREC. TIME - REQUIRED. 1 NUMERIC DIGIT. ENTER NUMBER OF YEARS.

17. USEFUL LIFE - REQUIRED. 1 TO 2 NUMERIC DIGITS - USER DEFINED.

18. SALES MTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

19. SALES YTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

20. SALES LTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

21. COST MTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

22. COST YTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

23. COST LTD - OPTIONAL. 2 TO 8 NUMERIC DIGITS MAY BE ENTERED. PROGRAM INSERTS DECIMAL AUTOMATICALLY. IT DEFAULTS TO '0.00'.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #19 EQUIPMENT FILE MAINTENANCE - CHANGE/INQUIRE

THIS PROGRAM ALLOWS INQUIRY FROM THE EQUIPMENT MASTER FILE, DISPLAYS CURRENT INFORMATION ON THE SCREEN, AND PROVIDES THE ABILITY TO MAKE CHANGES.

1. THE SCREEN WILL ASK FOR EQUIPMENT NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT NUMBER.

2. THE QUESTION 'ANY CHANGE?' MAY BE ANSWERED 'Y' (YES) OR 'N' (NO). IF THE ANSWER IS 'Y' THE PROGRAM PROMPTS, 'WHAT #'. ANY NUMBER FROM 2 TO 23 MAY BE ENTERED. (ITEM #1-EQUIPMENT # MAY NOT BE CHANGED.) YOU WILL THEN BE POSITIONED TO THAT ITEM ON THE SCREEN, AFTER MAKING THE CHANGE, THE PROGRAM WILL CONTINUE TO ASK 'ANY CHANGE?' UNTIL THE ANSWER IS 'N'.

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'EQUIPMENT NUMBER' POSITION.

ITEM #19 EQUIPMENT FILE MAINTENANCE - DELETE

THIS PROGRAM IS USED TO DELETE INACTIVE EQUIPMENT.

1. THE SCREEN WILL ASK FOR EQUIPMENT NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT NUMBER.

2. THE SCREEN WILL ASK 'RIGHT EQUIPMENT?'. A 'Y' ANSWER MEANS THAT EQUIPMENT WILL BE DELETED. A 'N' ANSWER WILL NOT DELETE THE EQUIPMENT. THE PROGRAM THEN INQUIRES FOR ANOTHER EQUIPMENT NUMBER. (THE PROGRAM DEFAULTS TO 'N' ON 'RETURN'.)

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'EQUIPMENT NUMBER' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #19 EQUIPMENT FILE MAINTENANCE - PRINT

THIS PROGRAM PROVIDES A LISTING OF ALL EQUIPMENT SORTED IN ALPHABETICAL SEQUENCE BY NAME. THE SCREEN DISPLAYS 'PROCESSING OCCURRING, PLEASE WAIT' WHILE SORTING THE ENTIRE MASTER FILE. WHEN THE SORT IS COMPLETE, THE SYSTEM PRINTS OUT ALL EQUIPMENT ON FILE. THE REPORT ALSO INCLUDES EQUIPMENT NUMBER, TYPE, AND LOCATION.

WHEN PRINTING IS COMPLETED, THE MASTER MENU IS RETURNED.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #19 EQUIPMENT FILE MAINTENANCE - CALCULATE, UPDATE, AND PRINT

THIS PROGRAM PROVIDES THE FACILITY TO CALCULATE, UPDATE, AND PRINT THE EQUIPMENT DEPRECIATION SCHEDULE.

```
EQUIPMENT FILE MAIN - CALCULATE, UPDATE, AND PRINT

  1. INTERIM OR YEAR-END (I/Y)?  Y

  2. DEPRECIATION DATE           12/31/80

  3. FISCAL YEAR ENDING DATE     12/31/80

ANY CHANGE? .
```

IF INTERIM IS SELECTED, THE REPORT WILL CALCULATE THE DEPRECIATION TO DEPRECIATION DATE, AND WILL N O T UPDATE PRIOR YEAR DEPRECIATION.

ON SELECTING YEAR-END, THE DEPRECIATION DATE AND FISCAL YEAR ENDING DATE SHOULD BE THE SAME. THE PROGRAM WILL THEN CALCULATE AND UPDATE THE PRIOR YEAR'S DEPRECIATION. ALSO IF AND EQUIPMENT IS ASSIGNED A '99' IN THE LOCATION FIELD, THE EQUIPMENT RECORD WILL BE DELETED FROM THE FILE AFTER PRINTING ITS' DEPRECIATION SCHEDULE.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM # 20 CODE FILE MAINTENANCE

THIS PROGRAM PROVIDES THE FACILITY TO ADD NEW CODES, CHANGE EXISTING CODE INFORMATION, AND DELETE CODES NO LONGER ACTIVE.

THE PRINT PROGRAM ALLOWS A LIST OF CODES AND CODE NUMBERS TO BE PRINTED.

THE CODE FILE MAINTENANCE MENU IS ILLUSTRATED BELOW:

```
CODE FILE MAINTENANCE

  PLEASE SELECT APPLICATION .

    1. ADD NEW CODE

    2. CHANGE/INQUIRE CODE

    3. DELETE CODE

    4. PRINT OUT CODE
```

SELECT DESIRED APPLICATION. TO END PROCESS, TYPE 'END' IN THE 'PLEASE SELECT APPLICATION' POSITION.

SALES CODES ARE THOSE ITEMS WHICH ARE INCLUDED IN AN INVOICE BUT ARE SEPARATE FROM THE MAJOR RENTAL OR SALE (I.E. GAS, DAMAGE, WAIVER, DEMURRAGE, TRANSPORTATION, LABOR, REPAIRS, ETC.) AND WHICH NEED TO BE BROKEN OUT FOR INSURANCE, TAX, OR GENERAL INFORMATION PURPOSES.

TWO CODES RESERVED FOR SYSTEM USE:

1. CODE 33 - THIS CODE IS USED TO DISTRIBUTE THE EQUIPMENT RENTAL AMOUNT FOR SALES ANALYSIS.
2. CODE ~~55~~ 99 - THIS CODE IS USED TO DISTRIBUTE THE EQUIPMENT COST FOR SALES ANALYSIS.

ITEM # 20 CODE FILE MAINTENANCE - ADD

THE ADD CODE SCREEN IS ILLUSTRATED BELOW:

```
+-----------------------------------------+
| CODE FILE MAINTENANCE                   |
|                                         |
|   1. CODE #       10                    |
|                                         |
|   2. TYPE         MILEAGE               |
|                                         |
|   3. UNIT PRICE $     1.35              |
|                                         |
|  ANY CHANGE? .                          |
+-----------------------------------------+
```

1. CODE # - REQUIRED. 1 TO 2 NUMERIC CHARACTERS MAY BE ENTERED. (REMEMBER 33 AND 55 ARE RESERVED FOR SYSTEM USE.)

2. CODE TYPE - OPTIONAL. 1 TO 8 NUMERIC CHARACTERS MAY BE ENTERED.

3. UNIT PRICE - REQUIRED. 2 TO 6 NUMERIC DIGITS MAY BE ENTERED. DEFAULTS TO '0.00'.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #20 CODE FILE MAINTENANCE - CHANGE/INQUIRE

THIS PROGRAM ALLOWS INQUIRY FROM THE CODE MASTER FILE, DISPLAYS CURRENT INFORMATION ON THE SCREEN, AND PROVIDES THE ABILITY TO MAKE CHANGES.

1. THE SCREEN WILL ASK FOR CODE NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT NUMBER.

2. THE QUESTION 'ANY CHANGE?' MAY BE ANSWERED 'Y' (YES) OR 'N' (NO). IF THE ANSWER IS 'Y' THE PROGRAM PROMPTS, 'WHAT #'. 2 OR 3 MAY BE CHANGED. (ITEM #1-CODE # MAY NOT BE CHANGED.) YOU WILL THEN BE POSITIONED TO THAT ITEM ON THE SCREEN, AFTER MAKING THE CHANGE, THE PROGRAM WILL CONTINUE TO ASK 'ANY CHANGE?' UNTIL THE ANSWER IS 'N'.

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'CODE #' POSITION.

ITEM #20 CODE FILE MAINTENANCE - DELETE

THIS PROGRAM IS USED TO DELETE INACTIVE CODES.

1. THE SCREEN WILL ASK FOR CODE NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT NUMBER.

2. THE SCREEN WILL ASK 'RIGHT CODE?'. A 'Y' ANSWER MEANS THAT CODE WILL BE DELETED. A 'N' ANSWER WILL NOT DELETE THE CODE. THE PROGRAM THEN INQUIRES FOR ANOTHER CODE NUMBER. (THE PROGRAM DEFAULTS TO 'N' ON 'RETURN'.)

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'CODE #' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #20 CODE FILE MAINTENANCE - PRINT

THIS PROGRAM PROVIDES THE FACILITY TO PRINT A LIST OF CODES, CODE TYPES, UNIT PRICES.

```
CODE FILE MAINTENANCE - PRINT

  PLEASE ENTER STARTING CODE NUMBER        ALL

  PLEASE ENTER ENDING CODE NUMBER          ....

ANY CHANGE? .
```

ENTER STARTING AND ENDING CODE NUMBERS AS REQUESTED. IF A LISTING OF ALL CODES IS DESIRED, TOUCH 'RETURN'. THE PROGRAM DEFAULTS TO 'ALL' AND ALL CODES ON FILE ARE PRINTED OUT.

IF 'ALL' IS SELECTED, THE MENU IS AUTOMATICALLY RETURNED TO THE OPERATOR, AFTER PRINTING IS COMPLETE. IF A PARTIAL LIST IS SELECTED THE CODE FILE MAINTENANCE PRINT SCREEN IS DISPLAYED AFTER PRINTING IS COMPLETE. TO END THE PROCESS TYPE 'END' IN THE 'STARTING CODE NUMBER' POSITION.

ITEM #21 RENTAL RATES FILE MAINTENANCE

THIS PROGRAM PROVIDES THE ABILITY TO ENTER STANDARD CHARGES OF RENT ON RENTAL EQUIPMENT. THIS INFORMATION IS USED IN SALES ENTRY AND EDITING FOR AUTOMATIC CALCULATION OF RENTAL CHARGES.

```
RENTAL RATES FILE MAINTENANCE

  1. ADD NEW RATE

  2. CHANGE/INQUIRE RATE

  3. DELETE RATE

  4. PRINT OUT RATE

ANY CHANGE? .
```

SELECT DESIRED APPLICATION. TO END PROCESS TYPE 'END' IN THE 'PLEASE SELECT APPLICATION' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #21 RENTAL RATES FILE MAINTENANCE - ADD

THE ADD RENTAL RATE SCREEN IS ILLUSTRATED BELOW:

```
RENTAL RATES FILE MAINTENANCE

  1. RATE CODE          441
  2. DESCRIPTION        BOOM TRUCKS - GAS
  3. CYCLE-1 RATE       75.00 Daily
  4. CYCLE-2 RATE      300.00 Weekly
  5. CYCLE-3 RATE      900.00 Monthly
  6. CYCLE-4 RATE        0.00 Purchase option
  7. A/R DOCUMENT #     44

ANY CHANGE? .
```

1. RATE CODE - REQUIRED. 1 TO 3 NUMERIC DIGITS. DIFFERENT CODES ARE USED TO SHOW DIFFERENT TYPES OF RENTAL RATES.

2. DESCRIPTION - REQUIRED. 1 TO 25 ALPHA/NUMERIC CHARACTERS.

3. CYCLE-1 RATE - REQUIRED. 2 TO 7 NUMERIC DIGITS. PROGRAM INSERTS DECIMAL AUTOMATICALLY.

(NOTE: #4., 5., AND 6. HAVE THE SAME REQUIREMENTS AS #3. RATES ARE USUALLY DIFFERENT FOR DIFFERENT CYCLES.)

7. A/R DOCUMENT #- REQUIRED. 2 NUMERIC DIGITS. THIS CODE IS ADDED TO THE DATE IN THE REPEAT BILLING FILE TO CREATE AN INVOICE NUMBER USED IN THE A/R SYSTEM. SUGGESTED TO USE FIRST 2 DIGITS OF RATE CODE. (EX.: RATE 500 WOULD BE A/R DOCUMENT #50.)

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #21 RENTAL RATES FILE MAINTENANCE - CHANGE/INQUIRE

THIS PROGRAM ALLOWS INQUIRY FROM THE RATE MASTER FILE, DISPLAYS CURRENT INFORMATION ON THE SCREEN, AND PROVIDES THE ABILITY TO MAKE CHANGES.

1. THE SCREEN WILL ASK FOR RATE CODE. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT CODE.

2. THE QUESTION 'ANY CHANGE?' MAY BE ANSWERED 'Y' (YES) OR 'N' (NO). IF THE ANSWER IS 'Y' THE PROGRAM PROMPTS, 'WHAT #'. ANY NUMBER 2 OR 7 MAY BE CHANGED. (ITEM #1-RATE CODE MAY NOT BE CHANGED.) YOU WILL THEN BE POSITIONED TO THAT ITEM ON THE SCREEN, AFTER MAKING THE CHANGE, THE PROGRAM WILL CONTINUE TO ASK 'ANY CHANGE?' UNTIL THE ANSWER IS 'N'.

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'RATE CODE' POSITION.

ITEM #21 RENTAL RATES FILE MAINTENANCE - DELETE

THIS PROGRAM IS USED TO DELETE INACTIVE RATES.

1. THE SCREEN WILL ASK FOR RATE CODE. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT CODE.

2. THE SCREEN WILL ASK 'RIGHT CODE?'. A 'Y' ANSWER MEANS THAT CODE WILL BE DELETED. A 'N' ANSWER WILL NOT DELETE THE CODE. THE PROGRAM THEN INQUIRES FOR ANOTHER CODE NUMBER. (THE PROGRAM DEFAULTS TO 'N' ON 'RETURN'.)

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'RATE CODE' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #21 RENTAL RATES FILE MAINTENANCE - PRINT

THIS PROGRAM PROVIDES THE ABILITY TO PRINT A LIST OF CODES, CODE TYPES, UNIT PRICES.

```
RENTAL RATE FILE MAINTENANCE - PRINT

  PLEASE ENTER STARTING RATE CODE   ALL

  PLEASE ENTER ENDING RATE CODE     ....

ANY CHANGE? .
```

ENTER STARTING AND ENDING CODE NUMBERS AS REQUESTED. IF A LISTING OF ALL CODES IS DESIRED, TOUCH 'RETURN'. THE PROGRAM DEFAULTS TO 'ALL' AND ALL CODES ON FILE ARE PRINTED OUT.

IF 'ALL' IS SELECTED, THE MENU IS AUTOMATICALLY RETURNED TO THE OPERATOR, AFTER PRINTING IS COMPLETE. IF A PARTIAL LIST IS SELECTED THE RENTAL RATE FILE MANTENANCE PRINT SCREEN IS DISPLAYED AFTER PRINTING IS COMPLETE. TO END THE PROCESS TYPE 'END' IN THE 'STARTING RATE CODE' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #22 REPEAT BILLING FILE MAINTENANCE

THIS PROGRAM IS USED TO CREATE A MASTER FILE FOR CUSTOMERS USING A RENTAL REPEAT BILLING. THIS PROGRAM PROVIDES THE ABILITY TO ADD NEW MASTERS, CHANGE EXISTING MASTERS, AND DELETE OUTDATED MASTERS.

THE PRINT PROGRAM ALLOWS PRINTING OF ALL CURRENT MASTERS ON FILE.

```
REPEAT BILLING FILE MAINTENANCE

  PLEASE SELECT APPLICATION  .

  1. ADD NEW MASTER

  2. CHANGE/INQUIRE MASTER

  3. DELETE MASTER

  4. PRINT OUT MASTER

ANY CHANGE? .
```

SELECT DESIRED APPLICATION. TO END PROCESS TYPE 'END' IN THE 'PLEASE SELECT APPLICATION' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #22 REPEAT BILLING FILE MAINTENANCE - ADD

THE ADD REPEAT BILLING FILE SCREEN IS ILLUSTRATED BELOW:

```
REPEAT BILLING FILE MAINTENANCE

  1. CUST #              10000    MURPHY COMPANY

  2. EQUIP #             N-64     BOOM TRUCK-GAS

  3. BILLING CYCLE (1-4) RATE     4

  4. RATE CODE           441      BOOM TRUCK-GAS

  5. BILLING AMOUNT        300.00

  6. RENTAL BEGIN DATE   12/01/80

  7. RENTAL PERIOD (WKS)     4

  8. RENTAL END DATE     12/31/80

ANY CHANGE? .
```

1. CUST # - REQUIRED. 5 NUMERIC DIGITS. CUSTOMER NUMBER MUST MATCH NUMBER IN CUSTOMER MASTER FILE. PROGRAM WILL AUTOMATICALLY DISPLAY THE CUSTOMER NAME.

2. EQUIP # - REQUIRED. 1 TO 7 ALPHA/NUMERIC CHARACTERS.EQUIPMENT NUMBER MUST MATCH NUMBER IN EQUIPMENT MASTER FILE. PROGRAM WILL AUTOMATICALLY DISPLAY THE EQUIPMENT DESCRIPTION.

3. BILLING CYCLE - REQUIRED. 1 NUMERIC DIGITS. MUST BE 1 THRU 4. THESE NUMBERS INDICATE THE FREQUENCY OF BILLING .

4. RATE CODE - REQUIRED. 1 TO 3 NUMERIC DIGITS. RATE CODE MUST MATCH CODE IN RENTAL RATES MASTER FILE. THIS CODE INDICATES THE RENTAL RATE TO BE BILLED TO THIS CUSTOMER. PROGRAM WILL AUTOMATICALLY DISPLAY THE RATE DESCRIPTION.

5. BILLING AMOUNT - REQUIRED. 8 NUMERIC DIGITS.

6. RENTAL BEGIN DATE - REQUIRED. 6 NUMERIC DIGITS. EFFECTIVE DATE FOR RENTAL CHARGES. USE FORMAT MMDDYY.

7. RENTAL PERIOD (WKS)- REQUIRED. 4 DIGITS NUMERIC. NUMBER OF WEEKS CUSTOMER EXPECTS TO RENT EQUIPMENT.

8. RENTAL END DATE - REQUIRED. 6 DIGITS NUMERIC. EFFECTIVE ENDING DATE FOR RENTAL CHARGES. USE FORMAT MMDDYY. IF #6 AND #7 HAVE BEEN FILLED IN, THE PROGRAM WILL CALCULATE THE END DATE AUTOMATICALLY.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #22 REPEAT BILLING FILE MAINTENANCE - CHANGE/INQUIRE

THIS PROGRAM ALLOWS INQUIRY FROM THE REPEAT BILLING MASTER FILE, DISPLAYS CURRENT INFORMATION ON THE SCREEN, AND PROVIDES THE ABILITY TO MAKE CHANGES.

1. THE SCREEN WILL ASK FOR CUSTOMER AND EQUIPMENT NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE.

2. THE QUESTION 'ANY CHANGE?' MAY BE ANSWERED 'Y' (YES) OR 'N' (NO). IF THE ANSWER IS 'Y' THE PROGRAM PROMPTS, 'WHAT #'. ANY NUMBER 3 TO 8 MAY BE CHANGED. (ITEM #1-CUSTOMER # AND ITEM #2 EQUIPMENT NUMBER MAY NOT BE CHANGED.YOU WILL THEN BE POSTIONED TO THAT ITEM ON THE SCREEN, AFTER MAKING THE CHANGE, THE PROGRAM WILL CONTINUE TO ASK 'ANY CHANGE?' UNTIL THE ANSWER IS 'N'.

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'CUSTOMER #' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #22 REPEAT BILLING MAINTENANCE - DELETE

THIS PROGRAM IS USED TO DELETE OUTDATED MASTERS.

1. THE SCREEN WILL ASK FOR CUSTOMER AND EQUIPMENT NUMBER. AFTER ENTERED, IT DISPLAYS THE CURRENT INFORMATION ON FILE FOR THAT COMBINATION.

2. THE SCREEN WILL ASK 'RIGHT MASTER?'. A 'Y' ANSWER MEANS THAT MASTER WILL BE DELETED. A 'N' ANSWER WILL NOT DELETE THE MASTER. THE PROGRAM THEN INQUIRES FOR ANOTHER CUSTOMER AND EQUIPMENT NUMBER. (THE PROGRAM DEFAULTS TO 'N' ON 'RETURN'.)

3. THE PROCEDURE IS CONTINUED UNTIL 'END' IS ENTERED IN THE 'CUSTOMER #' POSITION.

O P E R A T O R I N S T R U C T I O N S

EQUIPMENT RENTAL - REPEAT BILLING

ITEM #22 REPEAT BILLING FILE MAINTENANCE - PRINT

THIS PROGRAM PROVIDES THE FACILITY TO PRINT A LIST OF CURRENT MASTERS ON FILE.

```
REPEAT BILLING FILE MAINTENANCE - PRINT

  PLEASE ENTER STARTING CUSTOMER        ALL

  PLEASE ENTER ENDING CUSTOMER          ....

  ENTER CYCLE TO BE PRINTED              4

ANY CHANGE? .
```

ENTER STARTING AND ENDING CUSTOMERS AS REQUESTED. IF A LISTING OF ALL CUSTOMERS IS DESIRED, TOUCH 'RETURN'. THE PROGRAM DEFAULTS TO 'ALL' AND ALL CUSTOMERS ON FILE ARE PRINTED OUT FOR THE PARTICULAR CYCLE NUMBER. THE CYCLE NUMBER ENTERED MUST BE 1 THRU 4.

IF 'ALL' IS SELECTED, THE MENU IS AUTOMATICALLY RETURNED TO THE OPERATOR, AFTER PRINTING IS COMPLETE. IF A PARTIAL LIST IS SELECTED THE REPEAT BILLING FILE MAINTENANCE PRINT SCREEN IS DISPLAYED AFTER PRINTING IS COMPLETE. TO END THE PROCESS TYPE 'END' IN THE 'STARTING CUSTOMER' POSITION.

GLOSSARY

Working Definitions of Terms
Used in Operating the F-85

Alphanumeric — Characters which are either letters or numbers or symbols, such as + , $ etc.

Application Package — A set of computer programs used to solve particular problems; i.e., accounting, scientific, financial, etc.

Applications Program — A program written to accomplish a specific user task (such as payroll calculations). Not all programs are for users; some programs are used by programmers to produce other programs.

Backup Diskette — A diskette which is a copy of another diskette is a "backup diskette." (Note: You will want to copy every diskette you have in case one is damaged or erased accidentally.)

Character — A single letter, number or symbol.

Command — An instruction given to the computer via the keyboard.

Computer — A unique machine that combines several functions: it records information (both words and numbers); plays back information (on a screen); manipulates information (performing calculations with numbers, and adding or deleting groups of words); and prints out information (words, numbers, and combinations of the two). The computer combines all these functions in one machine (eliminating several intermediate machines as well as a great deal of repetition and paperwork). The programmer can change the computer's operating rules in a variety of ways.

CR — CR stands for "Carriage Return" and is the same as the "RETURN" key on your Durango F-85.

CRT — Cathode Ray Tube. Video Display Unit (VDU) screen.

Cursor — The cursor is like a pointer on your video screen, and tells you what the computer is "looking at." It's a short line, about the length of an underscore. It moves as you type in answers and tells you where the next letter you can type will appear on the screen.

Data — Denotes any or all facts, numbers, letters, or symbols which can be stored, processed, or produced by a computer.

Data Entry

This simple noun phrase is a summary. It means: "The operator types answers (words and/or numbers) into the computer from the keyboard." The computer can copy data from other diskettes, and can select parts of the data on one diskette, but data entry must be done by an operator.

D-BASIC

The name of the language which Durango programmers use to talk to the computer. It consists of a set of commands that tell the computer what sequence to do things in (e.g., print question, wait for answer).

Default

Basically this term means that if you do not type in an answer, the computer will automatically provide one. For an explanation of when and how to use the "default" feature see "General Data Entry Rules."

Disk Drive

Something like the turntable and needle in a record player. Your diskette containing data, is the "record." As it revolves rapidly, the disk drive scans what is recorded there; feeding whatever data you want to the screen or the printer. The drive also positions to the appropriate file space when the computer is delivering information to be recorded.

Diskette

Round disks of plastic, coated with a ferro oxide material and encased in square envelopes of black paper. Both the paper and the diskette have a round hole in the middle. The paper casing also contains an oval cutout. These diskettes are specially made to receive and hold very tiny magnetic impulses from the computer. The computer can, in turn, "read" these impulses and translate them into letters and numbers. (Note: see the "F-85 Operators Manual" for instructions on handling and storing your diskettes). Diskettes are equally receptive to both "programs" (instructions) and "data" (records).

Document

A paper form, such as an invoice or credit memo, which contains written or printed data. The operator types this data from the document into the computer. Forms printed out by the computer, (statements or reports) may also be called documents.

Drive (Unit)

See "Disk Drive." Drive 1, or Unit 1, is the vertical slot closest to the keyboard. Drive 0 is the vertical slot to the left of Drive 1. Additional drives would have unit numbers 2 and 3.

Edit

To modify a body of data by deleting, inserting, or changing characters. Also, to check data for accuracy.

Error

A phrase that prints out on your screen when your answer is too long or should be in numbers instead of letters, or is for some other reason not recognizable to the computer. The message tells you what to do next. Also, program errors

occur when a particular program instruction cannot be executed, usually due to a flaw in the program. (Note: If you don't understand the message, check the "Video Display Error Message Table" in your F-85 Operators Manual. If you don't find it there, check your D-BASIC Reference Manual or call your dealer.)

Field — The area that your programmer has allocated to a particular part of a record on the diskettes or on the video screen. An example would be the name field on the customer file.

File — Sets of similar records, possibly contained on your diskette. One diskette will hold several files. Like file cabinet drawers, each file has a name (e.g., salesperson file, customer file).

File Maintenance — A procedure used to keep a file up to date by adding, modifying, or deleting information.

Floppy Diskette — Flexible magnetic disk used for storage of information.

Format — A procedure for preparing factory-fresh diskettes to hold data. This procedure "marks" various sectors of the diskette with magnetic index labels.

Hardware — Refers to the physical aspects of the computer; the keyboard, the disk drives, the printer, the screen, most of the insides, and the cover and any attachments. These are the "hard" components of a computer system, in contrast to the "soft" or programming instructions.

Initialize — Setting up the files and options for your particular business (entering your company name and estimating the number of records you will be entering as data). Includes setting up file sizes (allocating) according to your particular estimates.

Input — The process of typing information into the computer via the keyboard. (You can either input your records, or you can refer to the records you have as "input.")

Inquiry — Procedure for telling the computer to display specific information.

Interfaces — Connections and communications between units of computer equipment. Also used to describe processing between two or more application packages.

Key — The identifying information or field within a record. For example, the customer number is the key to the customer record; that means the computer must have that information to display that record for you. A second meaning, unrelated, is a key on the keyboard.

Language	Set of words and rules programmers use to give the computer instructions. The name of the language on your F-85 application software is D-BASIC.
Load	To take information from auxiliary or external storage (such as a diskette) and place it into memory storage, within the computer.
Load the System	An instruction or key which causes the computer to load the Operating System into computer memory, making programs and routines available for use.
Master Menu	The main list of functions available within an application program (e.g., print reports, input data).
Menu	A list of procedures that allows the operator to choose the desired one.
Module	Term used by programmers. Refers to a program unit that performs a discrete and identifiable task.
Numeric	Numbers, rather than letters; 0 - 9.
Object Code	Term used by programmers. Refers to the machine executable code resulting from an assembler or compiler.
Operating System	A set of programs and routines which interprets operator commands, handles program control, and performs supporting functions such as scheduling and input/output commands. DX-85 is the F-85's operating system.
Output	Refers to information and data transferred from the internal storage of a computer to output devices (like a printer or a screen) or external storage (like a diskette).
Post	The process of taking a transaction from data entry or a temporary transaction file and updating the information onto a permanent file.
Print Programs	Procedures for directing the computer to organize and print out a report.
Printer	The automatic typing device which produces reports on paper.
Program	A series of instructions telling the computer how to process information (what to do and when) in performing a desired operation (e.g., the solution of a mathematical problem or the collation of a set of data). Some programs (applications programs) process information for special subjects (accounting, research, law, medicine, etc.).

Programmer — A person who prepares programs. Specializes in computer languages such as D-BASIC. Programming begins with understanding of the problem, designing the logic, writing the program code, and testing and removing any flaws so that the programs are reliably running. The programmer generally also documents the program functions and characteristics.

Prompt — A phrase or a question (or, sometimes, a blinking cursor) appearing on the screen to which the operator must respond (via the keyboard).

Purge — A process which deletes information from a designated file.

Record — A group of related facts (fields). For example, one customer with name, address, total sales, etc. is a record in the customer file.

Software — Refers to programs written and sold for use with computers. Software is contained on a medium, such as tapes, disks, diskettes, or mini-diskettes. Software examples are programs, Application Packages, Utilities, Operating System.

Source Code — The form of a program as the programmer has coded it. Compilers or assemblers convert the source code to object programs which are machine executable.

Submenu — A list of preselected options. An example is the submenu for shipping codes in the customer file.

Transaction — An invoice, credit memo, debit memo, finance charge, or cash receipt - any individual change, addition, or deletion to a master record.

TRX — Abbreviation for "transaction".

Update — The process of changing, adding, or deleting data held in "the system and data files" (e.g., on the diskettes).

Utility — Certain programs designed to perform specific system functions such as copying, creating, and deleting files. Programs that usually perform single general tasks.

VDU — Video Display Unit, or screen, on which the computer shows its questions and your responses. Some call this piece of hardware the CRT, which stands for Cathode Ray Tube.

Verify — Determining whether an operation has been completed accurately.

APPENDIX

9-1

STATEMENT

YOUR COMPANY NAME
AND ADDRESS HERE

STATEMENT DATE

ITEMS AFTER THIS DATE WILL APPEAR ON YOUR NEXT STATEMENT

ACCOUNT NO

PLEASE REFER TO THIS ACCOUNT NO WHEN MAKING INQUIRIES

REFERENCE	DATE	CODE	DESCRIPTION	AMOUNT	BALANCE
				PLEASE PAY →	

CODES
I INVOICE
C CR MEMO
D DR MEMO
P PAYMENT
A DISCOUNT ALLOWED
F FINANCE CHARGE

REMITTANCE ADVICE

YOUR COMPANY NAME
AND ADDRESS HERE

TO INSURE PROPER CREDIT, PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

CHECK THOSE ITEMS IN THE " ✓ " COLUMN BEING PAID.

STATEMENT DATE

ACCOUNT NO

REFERENCE	CODE	AMOUNT	✓
TOTAL			

SECTION 2
OPERATOR INSTRUCTIONS

3. Copying Data Diskettes	User Guide "Backup Diskette" Procedure
4. Using the keyboard	User Guide "General Data Entry Rules"
5. Instructions (entering accounting records, printing out reports)	User Guide "Operator's Instructions"

A unique feature of these software systems and documentation is that personnel can begin training right away, because the procedure for setting up and converting from the previous manual system is exactly like the procedure for daily use. Thus, during conversion, operators become familiar with system functions, and they will be efficient system users by the time conversion is completed.

The combination of complete programming documentation, access, extensive editing, audit trails, and close control of operator actions makes the Small Business Applications System an important business management tool for a wide range of small businesses as they grow. The capacity of the system will expand as the business prospers, eliminating obsolescence while continuing to produce the business reports and special management reports critical to all active enterprises.

SECTION 3
SYSTEM NOTES

SECTION III

SYSTEM NOTES

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Backup Accounts Receivable Diskette 2

Create Runtime Accounts Receivable Diskette . . 3

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The purposes of Section 3 are:

1. To provide the dealer with procedures for preparing diskettes, prior to initializing the Accounts Receivable software, and;

2. To provide technical information on disk space requirements and descriptions of the files contained on the Accounts Receivable diskettes.

The Accounts Receivable software system consists of two diskettes:

1. Accounts Receivable Object Diskette

2. Accounts Receivable Source-1 Diskette

It is highly recommended that all diskettes be backed up (copied) before initializing the system. The first step in copying diskettes is formatting blank, factory-fresh diskettes.

A. FORMATTING DISKETTES

A diskette will not receive programming instructions nor data from other diskettes until it has been formatted. The necessary materials include:

One (or more) blank diskette(s)
DX-85 Operating System diskette
F-85 Durango Computer, installed and tested.

To format a diskette:

1. Turn on the F-85 Computer

2. Insert the DX-85 Operating System diskette in Drive 0.

3. Insert the blank diskette in Drive 1.

4. While holding the "CODE" key down, depress the "LOAD" key. The screen will display a message: "DX-85 VER XXX-nnk"

5. When the symbol ":" appears, type in the word "FORMAT" and press the "RETURN" key.

6. The phrase, "WHAT DRIVE?" will appear on the screen.

7. Type in the number "1," which is the drive that holds the blank diskette.

8. A phrase on the screen asks you to name the diskette. Name it for the programs or files you will be putting on it after it is formatted. Limit the title to 10 characters.

9. A phrase on the screen asks you for your name, and here you have room for 20 characters.

10. A phrase on the screen asks you for a date. Enter either today's date or the date of the program version which you will be copying.

11. Then press "RETURN". A series of numbers is displayed (these are the track #s being formatted and verified), in the upper right hand corner of the screen.

12. When the disk is formatted, the phrase "Formatting Complete" will appear at the bottom of the screen.

B. BACKUP ACCOUNTS RECEIVABLE DISKETTES (Object and Source)

After formatting, the next step is copying programs onto the fresh diskette. To back up the Accounts Receivable software, assemble the following items:

1. Accounts Receivable Object Diskette

2. Accounts Receivable Source Diskette

3. DX-85 Operating System Diskette

4. Three empty diskettes, formatted.

5. An F-85 computer, assembled and running. (See your F-85 Operator's Manual.)

The procedure is as follows:

1. Insert your DX-85 Operating System diskette in Drive 0.

2. Press "CODE" and "LOAD" keys.

3. After ":" appears on the screen, type "LOAD COPYC".

4. Remove your DX-85 System diskette.

5. Insert ACCOUNTS RECEIVABLE OBJECT DISKETTE in Drive 0.

6. Insert a new formatted diskette in Drive 1.

7. Enter "G".

8. If the diskette in Drive 1 already has data on it, the prompt:

"TARGET DISK (UNIT 1) CONTAINS ACTIVE FILES ENTER G TO CONTINUE"

appears. Be sure the diskette in Drive 1 contains no information you want to keep. Then press "G".

9. Remove both diskettes.

10. To backup Source and Operating System diskettes, follow steps 5 through 9. At Step 5, insert Accounts Receivable Source Diskette or DX-85 Operating Diskette in Drive 0.

C. CREATE RUNTIME ACCOUNTS RECEIVABLE DISKETTE

The goal of this procedure is to create a diskette which contains not only the Accounts Receivable programs, but also programs from the DX-85 Operating System Diskette. The result is called the "Runtime Diskette."

Operating System Programs

\+ (plus) Accounts Receivable Object Code = (equals) Accounts Receivable Runtime Diskette

The Operating System Programs are:

SYSDnn	DX-85 Operating System
STARTU.SYS	System Initialize Program
LGO	Interpreter Processor
COPYU	Copy Utility

Items needed for this procedure include:

DX-85 Operating System Diskette
Formatted diskette
Accounts Receivable Object Code diskette
F-85 Computer

Proceed as follows:

1. Insert DX-85 System Operating diskette in Drive 0.

2. Insert newly formatted diskette in Drive 1.

3. Press "CODE LOAD" keys.

4. Copy the Operating System Programs onto the new one in Drive 1.

   a. Type in "COPY SYSDnn,STARTU.SYS,LGO,COPYU TO /1" where nn is the latest release and version number of the Operating System (i.e., SYSD13 is Release 1 Version 3 of the Operating System).

   b. When all the files on the F-85 Operating System diskette have been copied onto the new diskette, the phrase "Copying Complete" will appear at the bottom of the screen.

5. Copy the Accounts Receivable Object diskette.

   a. Type "LOAD COPY". Wait for ":" to appear on the screen.

   b. Remove diskette from Drive 0.

   c. Insert Accounts Receivable Object diskette in Drive 0.

   d. Type "G * TO /1" and press "RETURN".

   e. The computer will copy all Accounts Receivable programs from Drive 0 to Drive 1. While copying each program, the screen will display the program name copied.

D. ESTIMATE DISK SPACE REQUIREMENTS

Your runtime Diskette is now complete, except for initialization. The next step is to obtain the customer's estimate for the maximum data volumes the company will have on diskette at one time.

The total disk space requirement can be computed manually by using the DISK SPACE REQUIREMENTS form (page 5) in conjunction with the following File tables. Otherwise, the disk space requirements can be automatically computed by the Initialize Program contained on the Accounts Receivable Runtime Diskette.

D. DISK SPACE REQUIREMENTS

		File(s)	Answer	Required Blocks
1.	What is the maximum number of customers you have at one time?	CUSMAS	_____	_____
		TEMP	_____	_____
2.	What is the maximum number of daily sales and cash transactions?	TRANS	_____	_____
3.	What is the maximum number of monthly sales and cash transactions?	AROPEN	_____	_____
4.	What is the maximum number of monthly commissions due?	COMDUE	_____	_____
5.	What is the maximum number of open (unpaid) items at the end of a month?	AROPEN	_____	_____
6.	What is the maximum number of finance charge transactions in a month?	AROPEN	_____	_____
		TRANS	_____	_____
		FINCHG	_____	_____
7.	What is the maximum number of salesmen?	SLSMAN	_____	_____
		Total Number of Blocks		_____
		Add blocks for other files		
		DIRECTORY 16		49
		MONSUM 29		
		SUBMENU 1		
		MESAGE 1		
		CONAME 1		
		BACKUP.CTL 1		
		TOTAL NUMBER OF BLOCKS REQUIRED		_____

* Note: Data 1 will also have COPYU resident on it.

RECORDS	REQUIRED BLOCKS
100	42
200	81
300	120
400	160
500	198
600	237
700	277
800	316
900	354
1000	394
1100	433
1200	472
1300	514
1400	552
1500	591
1600	631
1700	670
1800	708
1900	748
2000	787
2100	826
2200	866
2300	904

RECORDS	REQUIRED BLOCKS
100	17
200	32
300	46
400	61
500	75
600	89
700	103
800	118
900	132
1000	146
1100	161
1200	175
1300	190
1400	203
1500	218
1600	233
1700	246
1800	262
1900	278
2000	291
2100	305
2200	321
2300	334
2400	348
2500	363
2600	378
2700	391
2800	406
2900	420
3000	434
3100	449
3200	463
3300	477
3400	492
3500	507
3600	520
3700	536
3800	550
3900	564
4000	578
4100	593
4200	607
4300	621
4400	636
4500	650
4600	664
4700	678
4800	693
4900	708
5000	721
5100	735
5200	752
5300	765
5400	779
5500	795

RECORDS	REQUIRED BLOCKS
100	36
200	68
300	100
400	132
500	165
600	197
700	229
800	263
900	296
1000	329
1100	361
1200	393
1300	425
1400	457
1500	490
1600	522
1700	554
1800	587
1900	620
2000	652
2100	684
2200	718
2300	750
2400	782
2500	814
2600	846
2700	878

RECORDS	REQUIRED BLOCKS
100	3
200	6
300	9
400	11
500	14
600	17
700	20
800	22
900	25
1000	28
1100	31
1200	33
1300	36
1400	39
1500	42
1600	44
1700	47
1800	50
1900	52
2000	55
2100	58
2200	61
2300	63
2400	66
2500	69
2600	72
2700	74
2800	77
2900	80
3000	83
3100	85
3200	88
3300	91
3400	93
3500	96
3600	99
3700	102
3800	104
3900	107
4000	110
4100	113
4200	115
4300	118
4400	121
4500	124
4600	126
4700	129
4800	132
4900	134
5000	137

RECORDS	REQUIRED BLOCKS
10	3
20	4
30	5
40	5
50	6
60	7
70	9
80	10
90	11
100	12
110	12
120	13
130	15
140	15
150	16
160	17
170	17
180	18
190	20
200	21
210	21
220	22
230	23
240	23
250	24
260	26
270	26
280	27
290	28
300	29
310	29
320	31
330	32
340	32
350	33
360	34
370	35
380	36
390	37

E. INITIALIZE PROCEDURE

The Initializing procedure is contained on the Accounts Receivable Runtime Diskette (see Section II, Operator's Instructions). During this process, the customer's estimated counts are entered, and the program automatically assigns the files to as many diskettes as the customer has. If the files are too large for some of the data diskettes, the dealer may override the assignment of files. A sample screen is shown below.

```
DISK REQUIREMENTS - ACCOUNTS RECEIVABLE

                              BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
 FILE    ORG    # RECD      DATA : KEY    ON/OFF   DATA : KEY    ON/OFF  DATA  KEY

 CUSMAS   I      1000       364  : 30       0         3 : 3
 TRANS    I      300        60   : 40       0         3 : 3
 AROPEN   I      3200       438  : 403      0         2 : 2
 COMDUE   I      100        7    : 8        0         1 : 1
 SLSMAN   I      20         2    : 2        0         1 : 1
 MONSUM   I      1000       104  : 74       0         1 : 1
 TEMP     I      1000       53   : 93       0         1 : 1
 FCHARG   S      200        6    :          0         1 :
 MESAGE   S      1          1    :          0         1 :
 CONAME   S      5          1    :          0         1 :
 SUBMEN   S      14         1    :          0         1 :



UNIT/BLOCK TOTALS:  0 / 848 .. 1 / 390 .. 2 / 861 .. 3 / 514 ..
DO YOU WANT TO RE-ESTIMATE THE DATA REQUIREMENTS (Y/N)? .
```

1. The "Unit/Block Totals" line at the bottom of the screen shows a pair of asterisks beside those diskettes which are too full. It is followed by a message,

   *** THE PRESENT CONFIGURATION WILL NOT
   FIT AS SET UP .... PRESS RETURN ***

2. When you press "RETURN" the message appears

   DO YOU WANT TO RE-ESTIMATE
   THE DATA REQUIREMENTS (Y/N)?

   If you reply "Y" (Yes), the screen for "Estimate Data Requirements" reappears. Every item on this screen now defaults to your previously entered entry.

   When you are sure you have entered the correct data counts, reply "N".

3. The program then asks,

   DO YOU WANT TO OVERRIDE THE DEFAULT UNITS (Y/N)?

   If the files are still too large for the assigned diskettes, answer "Y" (Yes).

4. Note which files are on the units that are too full. Pick out files that will reduce the unit to the correct size. Decide which other units have room for them.

5. The system positions you to the first file in the "Overrides" column. You may then assign that file (and each of the succeeding files) to a new unit. Insert an "O" or "F" for the On/Off Line Override, and the unit number desired in each of the 2 columns: Data and Key.

   (Note: the "Key" should be assigned to the same unit as the "Data". If a certain file will exceed a single diskette with both data and key, an exception could be made. If the key and data are assigned to different diskettes, the customer must be extra careful to back up both diskettes and to insert the correct and current data and key diskettes. Otherwise, the key file and data file may get out of sync and destroy file integrity. Even if the separate key and file option is not used, because of the relationships between files the correct and current set of diskettes should always be used. Also, remember that certain files are shared between systems, such as CUSMAS by both A/R and Invoicing. Extra care should also be made to insert the correct and current shared diskette.)

   The following codes may be entered in each column:

   (1) The Unit Number - assigns the data in that file to a new unit.

   (2) Press "RETURN" - defaults to the unit already assigned, for that column.

   (3) "D" - if entered in the first column for any particular row defaults to the previously assigned unit for all 3 columns on that line.

   (4) "E" - if entered in the first column for any particular row defaults to the previously assigned values for the rest of the screen.

6. When you have completed the Override, the program recalculates the Unit/Block Totals at the bottom of the screen. If all files now fit, no asterisks will appear.

7. The screen asks,

   OK TO START FILE ALLOCATION (Y/N)?

   Be sure fresh formatted data diskettes are inserted and properly labeled, i.e., AR DATA1, AR DATA2, etc. When allocation is complete, the Initialized menu reappears. Select Item 2, to print the "Installation Report."

F. TECHNICAL NOTES

1. File Names

All Source programs in our packages are named in the format xxxxxx.Xxx, where xxxxxx is the program name, X indicates release, and xx is the version of the system. All object code programs use the first 6 characters only (except reset, which is 5 characters).

With your Accounts Receivable software package, you will receive 2 diskettes. The contents of each are described below.

a. ACCOUNTS RECEIVABLE OBJECT DISKETTE

This diskette contains all Accounts Receivable object code and a $AUTOSTART file and a $CONTROL file.

PURGE
CUSMNT
CUSLST
CUSPRT
SLSENT
SLSJNL
CSHEN2
CSHEN1
CSHEN3
BLDARO
CSHJNL
PSTCSH
ARINIT
FINCHG
ARTBL2
ARTBL1
APLYCR
AROCTL
SLSMNT
CLRMAR
BLDEDT
ARMENU
ARTBL3
CLRYAR
MOCASH
STATEM
MOSALE
STATE2
ACTINQ
PSTSLS
COMRPT
SLSPRT
CUSBAL
BACKUP
$AUTOSTART
INITAR
INSTAR
ARFONT

b. ACCOUNTS RECEIVABLE SOURCE DISKETTES

This diskette contains all Accounts Receivable source code.

PURGE.Bnn *
CUSMNT.Bnn
CUSLST.Bnn
CUSPRT.Bnn
SLSENT.Bnn
SLSJNL.Bnn
CSHEN2.Bnn
CSHEN1.Bnn
CSHEN3.Bnn
BLDARO.Bnn
CSHJNL.Bnn
PSTCSH.Bnn
BACKUP.Bnn
FINCHG.Bnn
ARTBL1.Bnn
APLYCR.Bnn
AROCTL.Bnn
SLSMNT.Bnn
CLRMAR.Bnn
BLDEDT.Bnn
ARTBL2.Bnn
ARMENU.Bnn
ARTBL3.Bnn
CLRYAR.Bnn
MOCASH.Bnn
STATEM.Bnn
MOSALE.Bnn
STATE2.Bnn
ACTING.Bnn
PSTSLS.Bnn
COMRPT.Bnn
SLSPRT.Bnn
CUSBAL.Bnn
ARINIT.Bnn
INITAR.Bnn
INSTAR.Bnn
ARFONT.Bnn

* nn is the version number.

2. $AUTOSTART File

   The $AUTOSTART file is included on the ACCOUNTS RECEIVABLE OBJECT Diskette. This information consists of a call to the LGO interpretor processor and ARMENU, the Master Accounts Receivable menu. The presence of this file also prompts for date and time when loading the system. See Section 4.1 in the DX-85/D-BASIC Manual for further explanation.

3. Changing Source Programs

   If it is necessary to change source programs and compile onto your runtime Accounts Receivable system diskette:

   a. Make sure original source is backed up.

   b. See Section 4.2 in the DX-85 D-BASIC Manual for use of EDIT in changing source code.

   c. See Section 4.3 for use of D-BASIC in compiling, testing and debugging.

4. Line Number Conventions. (See description on next page.)

D-BASIC
Release: 001
Date: 07/31/79

LINE NUMBER CONVENTIONS

There are standard places in all the Basic programs where certain types of statements are placed. Therefore, when you pick up any program you know immediately where to look to find many types of code. These are outlined below.

LINE #'s 1-50: Program Title and a brief description.

LINE #'s 90-999: Data Section. All of the DATA statements will appear here.

LINE #'s 1000-1099: Top level Section. The top level logic of the program appears here usually in the form of several GOSUBS that perform the major tasks to be done in the program.

LINE #'s 1100-1199: Initialization Section. Any initial values of variables are assigned here, files are opened, and subroutines initialized.

LINE #'s 1200-5999: Main logic of program. These will appear as modularized routines that perform a specific task.

LINE #'s 6000-6499: Input subroutine. This subroutine accepts data from the video terminal, edits it, and redisplays it in some cases.

LINE #'s 6500-6999: Message Subroutine. Displays various error messages on the screen.

LINE #'s 7000-7499: Wait Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7500-7999: Position Subroutine. Positions cursor on screen, and optionally erases to end of screen or end of line.

LINE #'s 8000-8499: Menu Subroutine. Displays Master File Maintenance or TRX File Menu and accepts selection from screen.

** OR IN PRINT PROGRAMS **

LINE #'s 8000-8499: Print Subroutine. Prints Title, Legends and Headings for reports. Then prints individual lines, keeping track of line count and page numbers and automatically handles top of forms.

LINE #'s 8500-8999: Any Change Subroutine. Displays "ANY CHANGE ?" and "WHAT # ?" at bottom of screen and accepts answers.

*** INPUT PROGRAMS ***

LINE #'s 9000-9499: Display Subroutine. Formats dates, dollar field and number fields and displays them on the video terminal.

** OR IN PRINT PROGRAMS **

LINE #'s 9000-9499: Start-End Number Subroutine. Displays and accepts data from screen concerning what the starting and ending numbers are of a report to be printed.

LINE #'s 9500-9999: Print Display Subroutine. Formats dollar fields and number fields and puts them in the print line in a specified position.

** ALL PROGRAMS **

LINE #'s 10999-11999: ISAM Subroutine. Opens and closes ISAM files, writes, rewrites, reads Inext for sequential read and deletes. This is an external subroutine which is "CALL"ed by all Accounts Receivable programs using ISAM file.

** SPECIAL **

UNIT Subroutine. Obtains Unit number for files from $CONTROL. Returns unit, diskette name, file type, on-off line, temporary flag. Also obtains print font size.

A. GENERAL RELEASE 1 VERSION 3 CONSIDERATIONS

1. Application System Considerations - 2 or 4-Drive Systems

a. The physical configuration of the Durango F-85 will be transparent to any particular application.

b. Installation is flexible, so that available space can be used to meet users' requirements depending on their various transaction and customer counts.

c. The operator messages have been revised so that the operator has very clear instructions regarding:

(1) Inserting diskettes into proper drives

(2) Backup procedures

d. An effort has been made to minimize overhead - memory space and time.

e. Primary drives are Units "0" and "1". Auxiliary drives are "2" and "3". Hard disk is "4".

2. Constraints

a. All object programs for each application system will reside in Unit 0.

b. The file-control file ($CONTROL) must always be on Unit 0, so that the system does not need to search for it. This file will remain open at all times until the user types "END" in the Master Menus.

3. Initialize Considerations

The initialize programs calculate exactly the number of blocks required for each application system data files.

The following general enhancements are included in the initialize programs:

a. Ask what the number of drives are.

b. Store configuration on appropriate application system diskette in $CONTROL file.

c. Determine overhead blocks taken by object code and other overhead files.

d. Determine available space by drive.

e. Obtain counts for each system.

f. Determine best unit allocation.

(1) If too large, can some posting-type, or temp-files be off-line until needed?

(2) Allow installer override for unit allocation.

g. Create file-control records to indicate unit allocation.

h. Print out an Installation Report for easy reference regarding a customer's hardware and data configurations.

i. Allow the customer to select the size of the print font he or she wishes to use in printing reports.

4. Backup Considerations

a. Every data diskette will have a Backup Control File which contains diskette name, backup date and other optional data. (See File Definition.)

b. The Backup program will always check to insure that the diskette names are the same on the current and backup diskette. (If there is no Backup Control File on a Diskette it will be created by the Backup program.)

c. The Backup program uses the $CONTROL File to step the user through the backup of all diskettes.

Three illustrations follow. One is a sample of an Installation Report. The others are the File Definitions for the $CONTROL file and the BACKUP CONTROL file.

RUN DATE: 07/06/79 INSTALLATION REPORT FOR _____
(COMPANY NAME)

4 DISKETTE DRIVES 0 HARD DISK(S) NORMAL PRINT

FILE UNIT	INDEX UNIT	FILE NAME	RECORD TYPE	ON/OFF LINE	TEMP/PERM FILE	# OF RECORDS ALLOCATED	DISKETTE NAME
1	1	AROPEN	ISAM	ON	PERM	00000	AR DATA 1
2	2	TEMP	ISAM	ON	TEMP	00000	AR DATA 2
2	2	COMDUE	ISAM	ON	PERM	00000	AR DATA 2
2	2	MONSUM	ISAM	ON	PERM	00000	AR DATA 2
2	2	SLSMAN	ISAM	ON	PERM	00000	AR DATA 2
2		STMENT	SEQUENTIAL	ON	PERM	00000	AR DATA 2
2		FCHARG	SEQUENTIAL	ON	TEMP	00000	AR DATA 2
2		MESAGE	SEQUENTIAL	ON	PERM	00000	AR DATA 2
2		CONAME	SEQUENTIAL	ON	PERM	00000	AR DATA 2
2		SUBMEN	SEQUENTIAL	ON	PERM	00000	AR DATA 2
3	3	CUSMAS	ISAM	ON	PERM	00000	AR DATA 3
3	3	TRANS	ISAM	ON	TEMP	00000	AR DATA 3

FILE DEFINITION

ACCOUNTS RECEIVABLE

D-BASIC
Release: 001
Date: 07/31/79

BACKUP.CTL
Backup Control File
Page 1 of 2

File Type: SEQUENTIAL
Data Record Size: 30
Permanent File

Field Description	Size (Bytes)	Type	Record Position	Format
Record 1				
Record Number	1	N	1	"1" (Backup Control File for Drives 0 and 1 only will have records "2" and "3".)
Backup Date	6	N	2-7	MMDDYY
Diskette Name	1Ø	A	8-17	
Copy Status	1	A	18	C = Copy complete E = End of backup T,S,O = Target, Source or other error
Unused	12	A	19-30	

FILE DEFINITION

ACCOUNTS RECEIVABLE

D-BASIC
Release: 001
Date: 07/31/79

BACKUP.CTL
Backup Control File
Page 2 of 2

File Type: SEQUENTIAL
Data Record Size: 30
Permanent File

Field Description	Size (Bytes)	Type	Record Position	Format
Record 2				
Record Number	1	N	1	"2"
Drive Number	6	N	2-7	Drive numbers to be backed up (ordered Ø, 1, 2, 3, 4)
Current Backup Diskette Label	10	A	8-17	
Current Backup Drive Number	1	N	18	
Unused	12	A	19-30	
Record 3				
Record Number	1	N	1	"3"
Activity Status	1	A	2	A = Active B = Not active
Diskette Name (System)	10	A	3-12	UNIT = Ø
Unit (System)	1	N	13	UNIT = Ø
Diskette Name	10	A	14-23	UNIT = 1
Unit	1	N	24	UNIT = 1
Unused	6	A	25-30	

FILE DEFINITION

ACCOUNTS RECEIVABLE

D-BASIC
Release: 001
Date: 07/31/79

$CONTROL
File Control File
Page 1 of 1

File Type: SEQUENTIAL
Data Record Size: 30
Permanent File

Field Description	Size (Bytes)	Type	Record Position	Format
Record type	1	A	1	P=Program S=Sequential file R=Random file I=Isam file C=Configuration
Filename	10	A	2-11	"CONFIGURE " on "C" record Progname on "P" record
Unit-file	1	N	12	
Unit-Index	1	N	13	
On/Off-Line	1	A	14	"O"=on line "F"=off line
Record Count	5	N	15-19	Record Count
Number of Diskettes	1	N	15	"C" record
Number of Hard Disks	1	N	16	"C" record
Print Font Size	1	A	17	"C" record "C"=Compressed "N"=Normal
Diskette Name	9	A	20-28	e.g., "AR SYSTEM" "AR DATA 1"
Temporary Flag	1	N	29	0=Permanent 1=Temporary
Unused	1		30	

B. RELEASE 1 VERSION 3 SOURCE CODE REVISIONS

1. Description of ISAM Subroutine

a. The ISAM subroutine incorporates the use of the "UNIT" subroutine in determining where a file is located. (See example which follows.)

b. Then, using logical file number and the unit provided, it opens and closes ISAM files, writes, reads, rewrites, deletes or reads-next for sequential access.

Parameters passed are:

C% Logical file unit.
F$ File name.
K$ Key area.
M$ Record area.
O% Option

1=Add a record
2=Read a record
3=Rewrite a previously read record
4=Delete a record
5=Read next sequential record
6=Close ISAM file pair
7=Position to beginning of file and read first file
8=Close ISAM file pair

L1% Data file unit.
L2% Index file unit.
E2 Error return code.
M% Mode for open and close.

Sets O% to zero if activity was successfully executed.

ISAM SUBROUTINE

```
      SUB "ISAM":C%,F$(10),K$(24),M$(255),O%,L1%,L2%,E2,M%
      REM ***** ISAM FILE IO ROUTINE *****      ISAM.S03L
      REM ********* LARGE FONT MESSAGE
      DIM T$(1),U1$(1),U2$(1),O$(1),R$(5),N$(11)
      ON ERROR GOTO 11065
      E2=0
      ON O% GOSUB 11140,11170,11200,11230,11260,11290,11320,11350
      LET O%=0
      GOTO 11380
11065 E=ERR
      IF E=33 THEN GOTO 11080
      IF E=34 THEN GOTO 11080
      IF E=29 THEN PRINT CP(1,16);"FILE ";F$;" NOT ON UNIT ";L1%;EL;
      ERROR ERR
11080 IF O%=7 THEN GOTO 11325
      GOTO 11380
        REM *****ADD A RECORD*****
11140 IWRITE (C%,K$)M$
      RETURN
        REM *****READ A RECORD*****
11170 IREAD(C%,K$)M$


      RETURN
        REM *****REWRITE PREVIOUSLY READ RECORD*****
11200 IREWRITE (C%)M$
      RETURN
        REM *****DELETE RECORD*****
11230 GOSUB 11170
      IDELETE (C%)
      RETURN
        REM *****READ NEXT SEQUENTIAL RECORD******
11260 INEXT (C%,K$,11370)M$
      RETURN
        REM *****CLOSE ISAM FILE PAIR*****
11290 ICLOSE C%,M%
      RETURN
        REM **READ FIRST RECORD IN FILE**
11320 ON ERROR GOTO 11322
      IREAD (C%,"")M$
11322 ON ERROR GOTO 11065
11325 GOSUB 11260
      RETURN
      REM ***OPEN ISAM FILE PAIR***
11350 CALL "UNIT":T$,F$,U1$,U2$,O$,R$,N$
      L1%=VAL%(U1$)
      L2%=VAL%(U2$)
      IOPEN C%,M%,F$,L1%,L2%
      RETURN
11370 LET O%=2
      E2=1
11380 SUBEND
```

2. UNIT Subroutine

The UNIT Subroutine is used to get the drive unit number as required for the following:

a. File processing

b. Screen instructions for removing and inserting diskettes

c. Backup procedures

The subroutine is brought into use by the statement "CALL" UNIT.Xnn followed by the following parameters.

UNIT.Xnn record-type, filename, unit-File, unit-Index,
On/Off-line switch, diskette name

UNIT Subroutine

Using filename, this program returns units, file type and other information from the $CONTROL file. $CONTROL must be logical file unit (LFN) 15.

Parameters passed are:

T$ Record type

P=program
S=Sequential
R=Random
I=ISAM
C=Configuration

F$ Filename

U1$ Data file unit number

U2$ Index file unit number

O$ On/off-line

R$ (on "C" record)
Number of diskettes
Number of hard disks
Print font size

or Record count

N$ Diskette Name
Temporary flag

UNIT SUBROUTINE

```
      SUB "UNIT":T$(1),F$(10),U1$(1),U2$(1),O$(1),R$(5),N$(11)
      REM ************* SUBROUTINE TO GET CONTROL FILE INFO
      REM ************* $CONTROL MUST BE LFN 15
      REM ************* LARGE FONT MESSAGE
      DIM M$(30),X$(10)
      X$(1)=F$
      ON ERROR GOTO 110
      REWIND 15
10    LINPUT(15)M$
      IF X$<>M$(2,11) THEN GOTO 10
      T$=M$(1)
      U1$=M$(12)
      U2$=M$(13)
      O$=M$(14)
      R$=M$(15)
      N$=M$(20)
      GOTO 200
100   PRINT CP(1,16);F$;" NOT IN CONTROL FILE";EL;
      STOP
110   IF ERR=19 THEN GOTO 100
      PRINT CP(1,16);"CONTROL FILE ERROR";EL;


      STOP
200   SUBEND
```

3. PRTSZE Subroutine

This subroutine looks at the "C" (CONFIGURE) record in the $CONTROL file to determine the print font size that the user has selected.

```
SUB "PRTSZE":Z$(1)
REM ****************** SET PRINTER FONT SIZE ROUTINE
REM ****************** Z$="C" COMPRESSED,"N"=NORMAL"
DIM T$(1),F$(10),U1$(1),U2$(1),O$(1),R$(5),N$(11)
F$="CONFIGURE"
CALL "UNIT":T$,F$,U1$,U2$,O$,R$,N$
Z$=R$(3)
SUBEND
```

SECTION 4
SYSTEM LOGIC

SECTION IV

SYSTEM LOGIC FLOWS

CONTENTS

Standard File Maintenance Module 1

Standard Transaction File Entry, Editing and Posting 6

ARMENU 11

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SLSMNT 13

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FINCHG 35

COMRPT 37

CLRMAR 38

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System Logic Flow

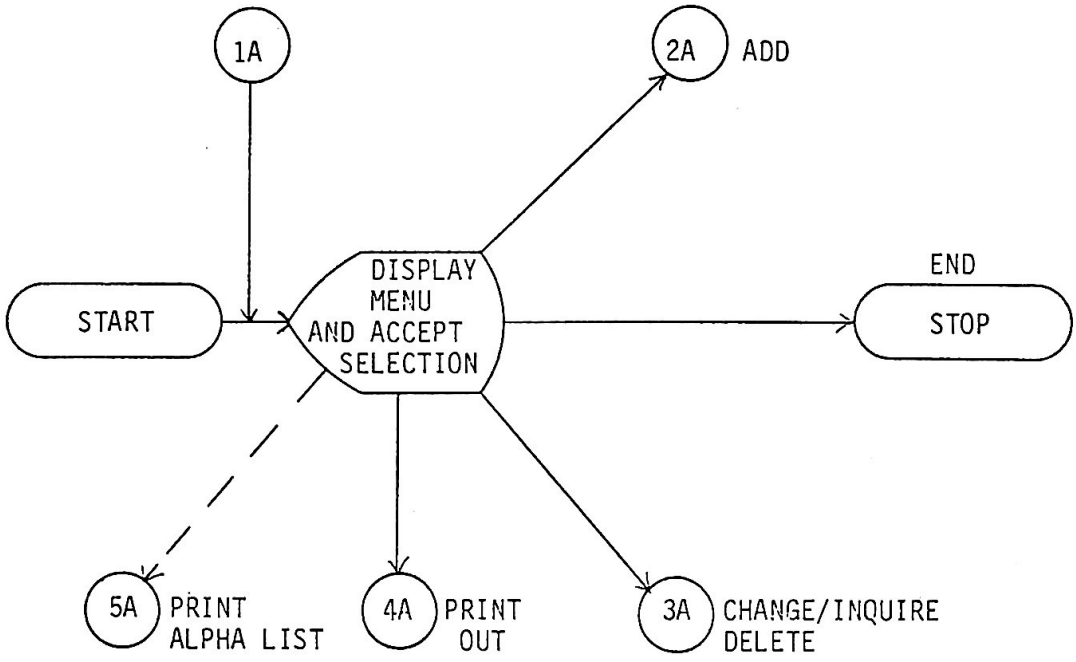
D-Basic

Release: 001

A/R

Date: 12/15/78

Standard Master File Maintenance



First, the menu is displayed and one of the following selections is allowed:

1. Add
2. Change/Inquire
3. Delete
4. Print-out

Or "END" may be typed to end the entire program.

If Add is selected, see page 2.

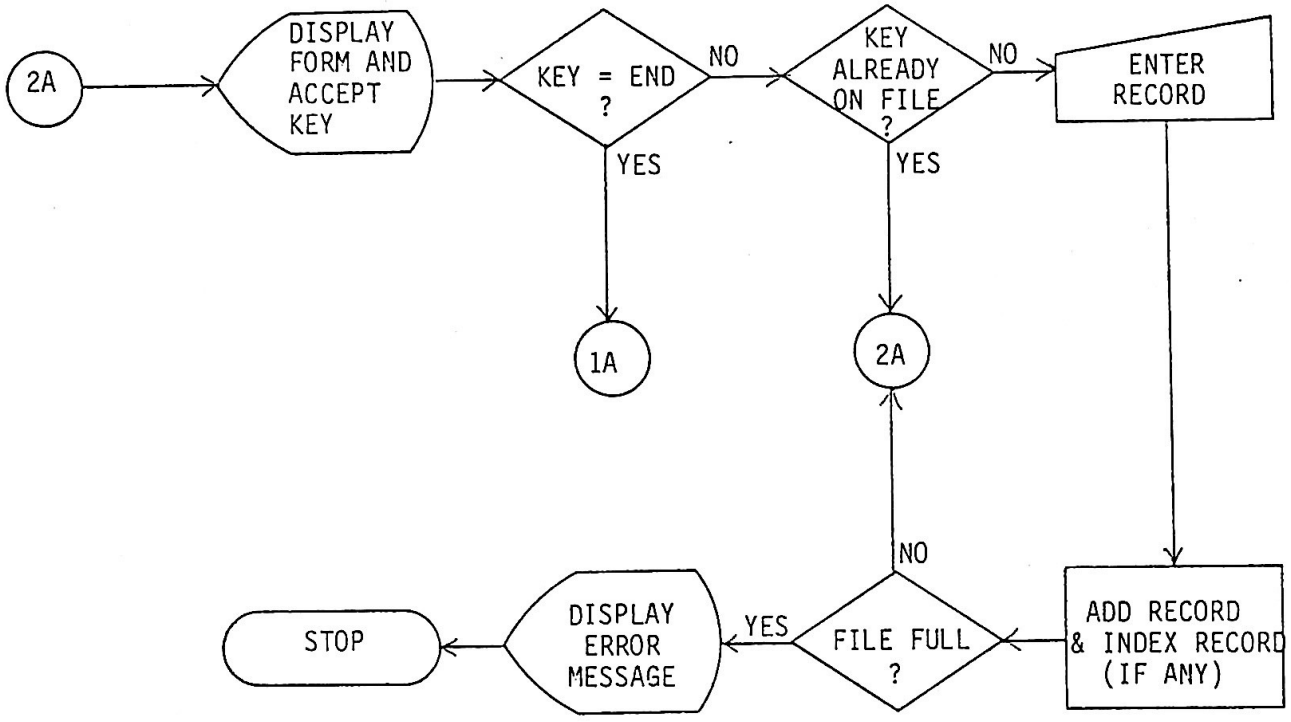
If Change/Inquire or Delete is selected, see page 3.

If Print-out is selected, see page 4.

If Print Alpha List is selected, see page 5.

When "END" is typed the program stops and returns to system menu.

ADDITIONS:



The full VDT format is displayed, and the key is accepted.

If "END" was typed, the program returns to the menu (page 1).

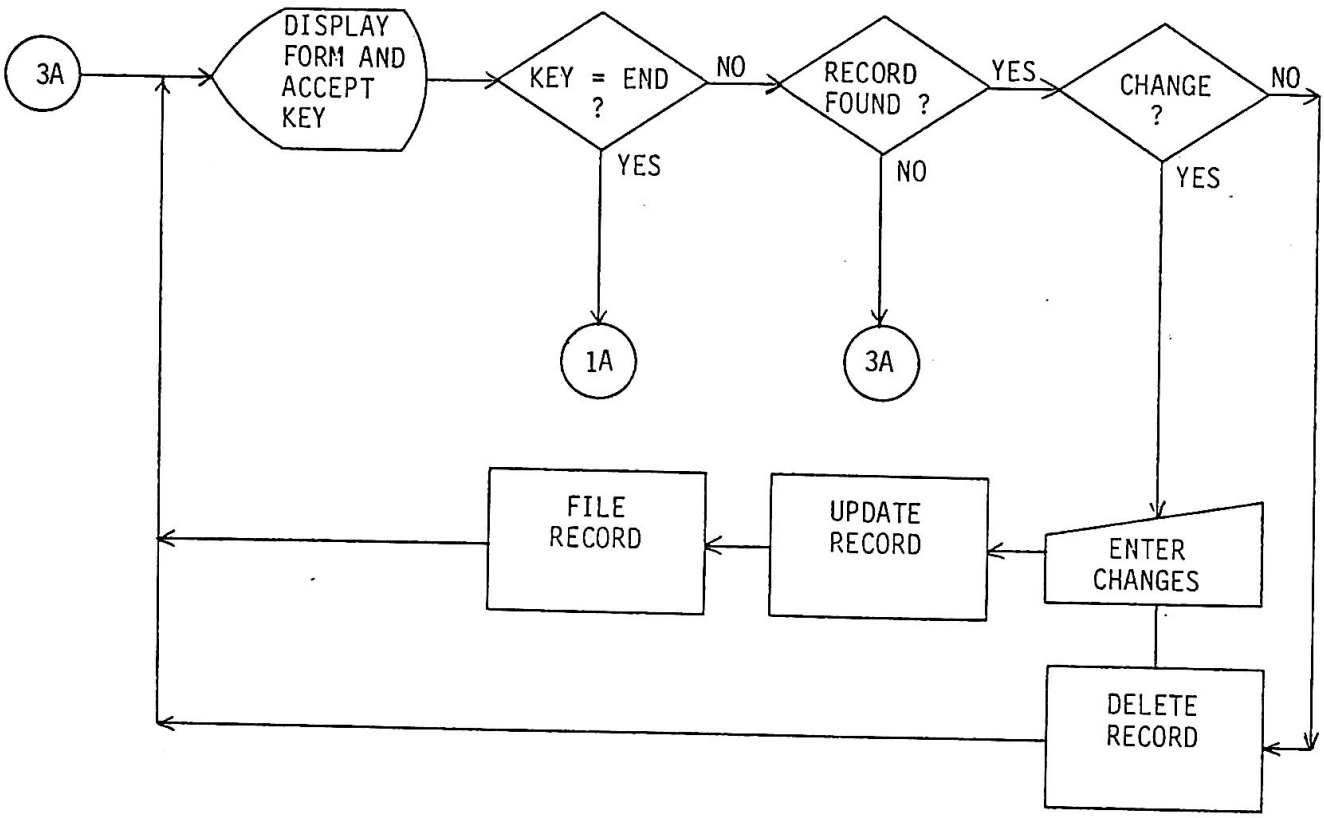
Otherwise, the program checks to make sure the key is not already on the file. (If it is, an error message is displayed and a new key must be entered.)

The full record is then entered, with editing thru the "ANY CHANGE ?" and "WHAT # ?" modes.

The record is then added to the file. If the file is not full (checking the maximum record count in the control record of the file), the program returns to display the VDT format for the next record (or "END"). If the file is full, a message is displayed and the program stops.

When "END" is entered, the menu is redisplayed.

CHANGES/INQUIRIES AND DELETIONS:



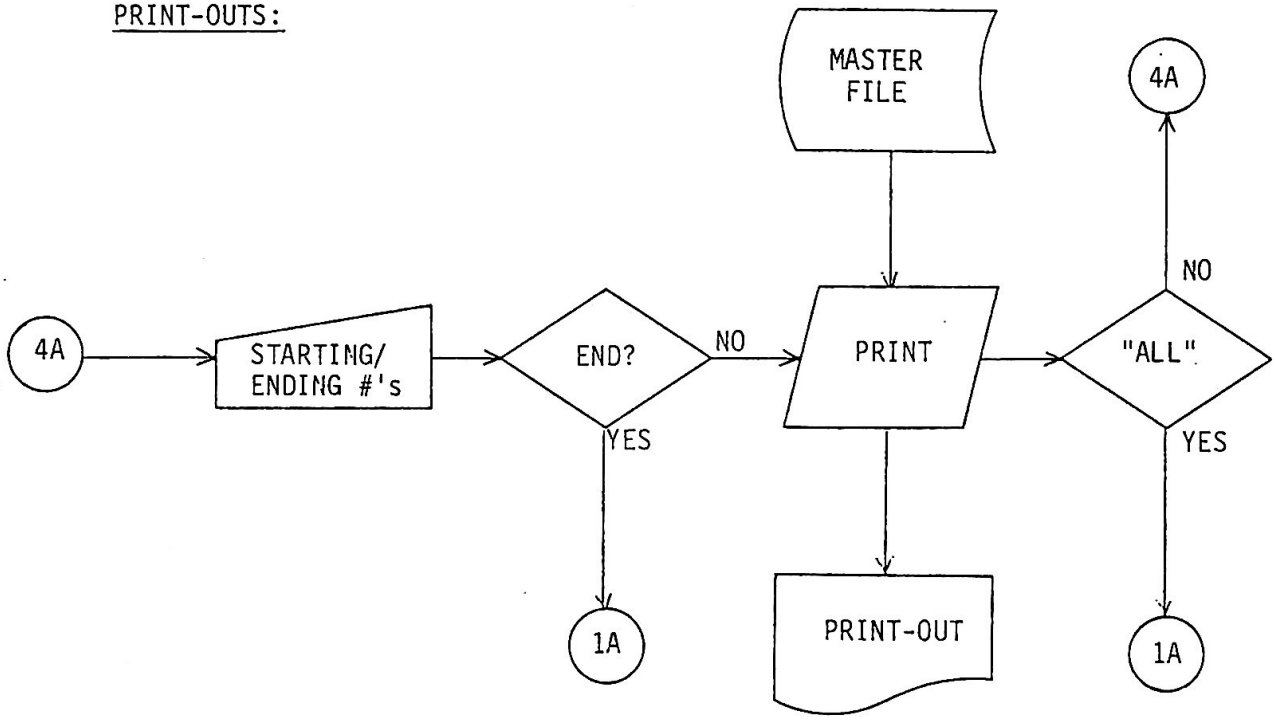
The full VDT format is displayed, and the key is entered. (If "END" is typed, the program returns to the menu (page 1).)

The record is found and displayed on the screen. (If it is not found, an error message is displayed and a new key must be entered.)

If in Change mode, any changes are entered thru "ANY CHANGE ?" and "WHAT # ?". (In Inquire mode no changes are entered.) The record is then updated on the file, and the program returns to redisplay the full VDT format and accept another key (or "END").

In Delete mode, after displaying the record, the question " IS THIS THE RIGHT RECORD ?" is asked. (If not, a new key must be entered.) After verifying the right record, the record is deleted and the full VDT format is displayed for another key (or "END").

PRINT-OUTS:

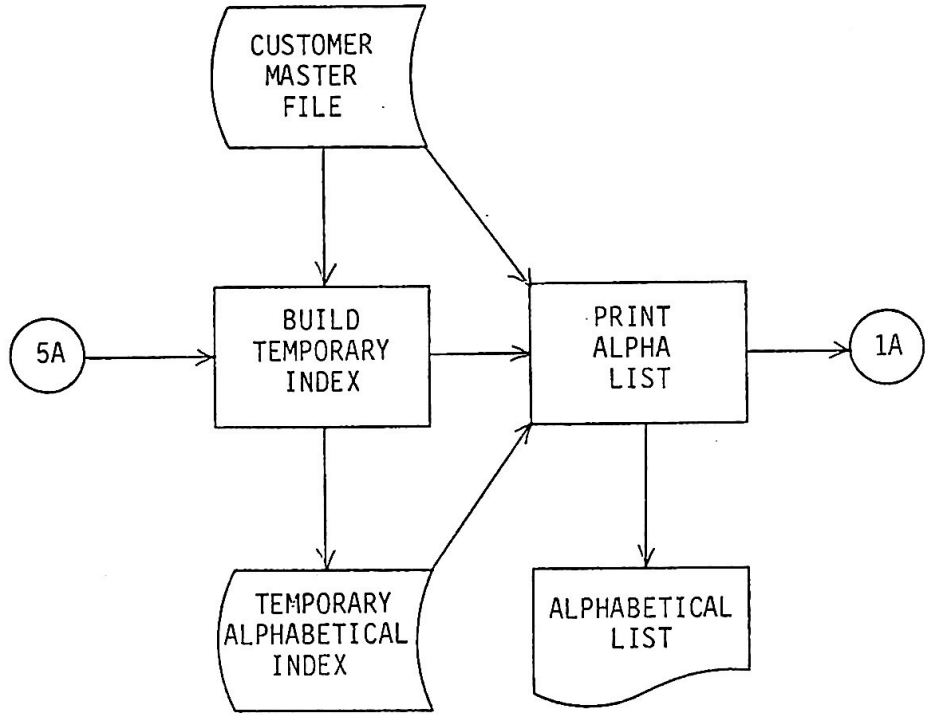


When Print-Out is selected the print program starts, and the starting and ending numbers for printing (or "ALL") may be entered.

The report is then printed from the starting to ending numbers or; if "ALL" was selected, the entire file is printed.

If "ALL" was selected, the program returns to the menu (page 1). Otherwise, another starting and ending number sequence may be entered. "END" may also be entered to stop printing and return to the main menu.

PRINT ALPHABETICAL LIST:

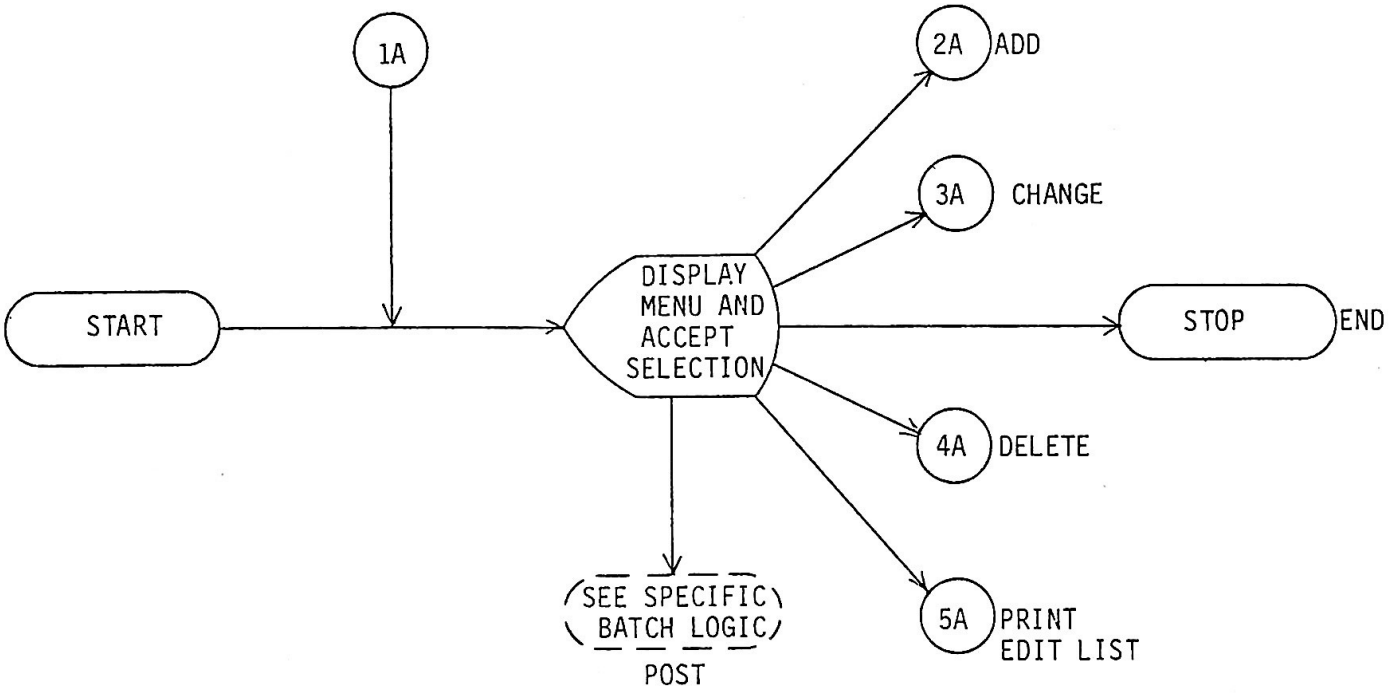


A temporary index file is created (FDAR8) which automatically arranges it's alpha key in alphanumeric order.

The Alphabetical List is printed using the alphabetical index on the Customer Master File.

NOTE:

This part of the STANDARD MASTER FILE MAINTENANCE module is optional; however, most master files have an accompanying Alphabetical List.



First, the menu is displayed and one of the following selections is allowed:

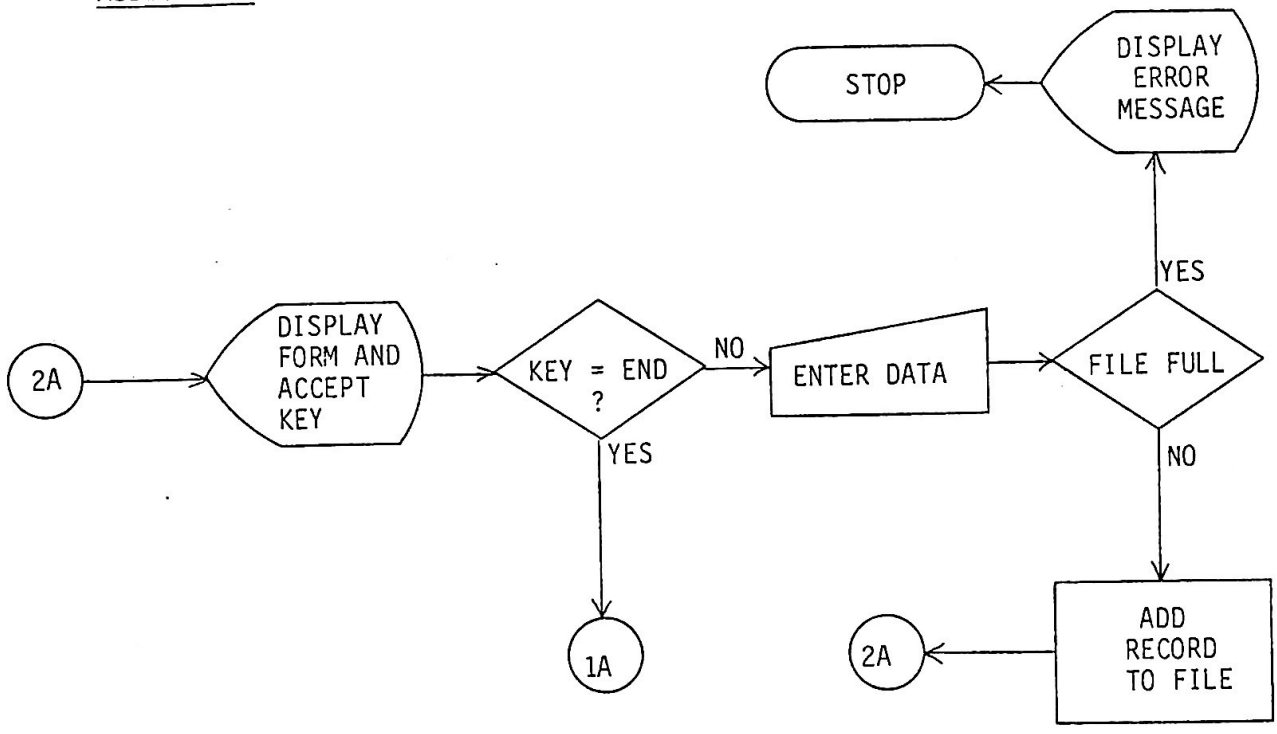
1. Add
2. Change
3. Delete
4. Print Edit List
5. Post Transactions

"END" may be typed to end the entire program.

See indicated pages for processing appropriate to Add, Change/ Inquire, Delete, and Print Edit List.

When Post Transactions is selected, the Transactions are posted to the main File(s) according to the specific logic flow for each posting program(s). (See separate System Logic Flow for each individual posting flow.)

ADDITIONS:

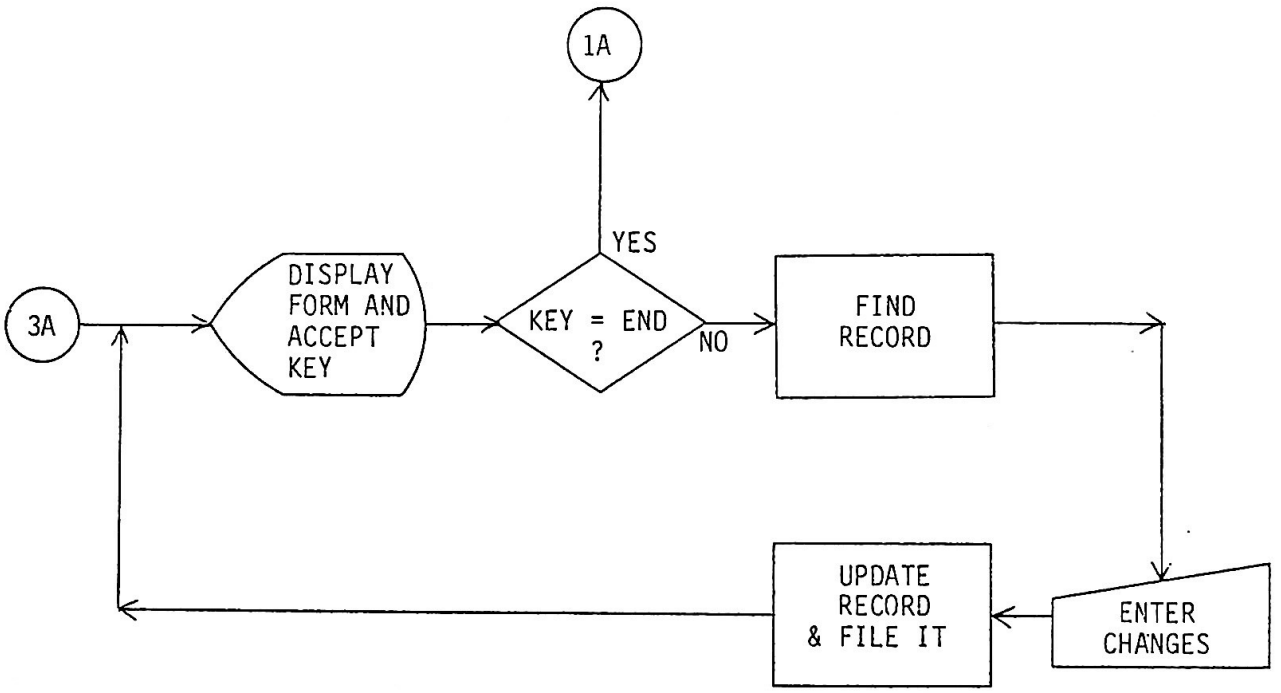


The full VDT format is displayed and the record is accepted. (If "END" is typed in the first field, the program returns to the menu on page 1.)

The record is added to the file. Unless the file is full, the program re-displays the full VDT format and accepts another record (or "END").

If the file is full, a message is displayed and processing stops.

CHANGES:



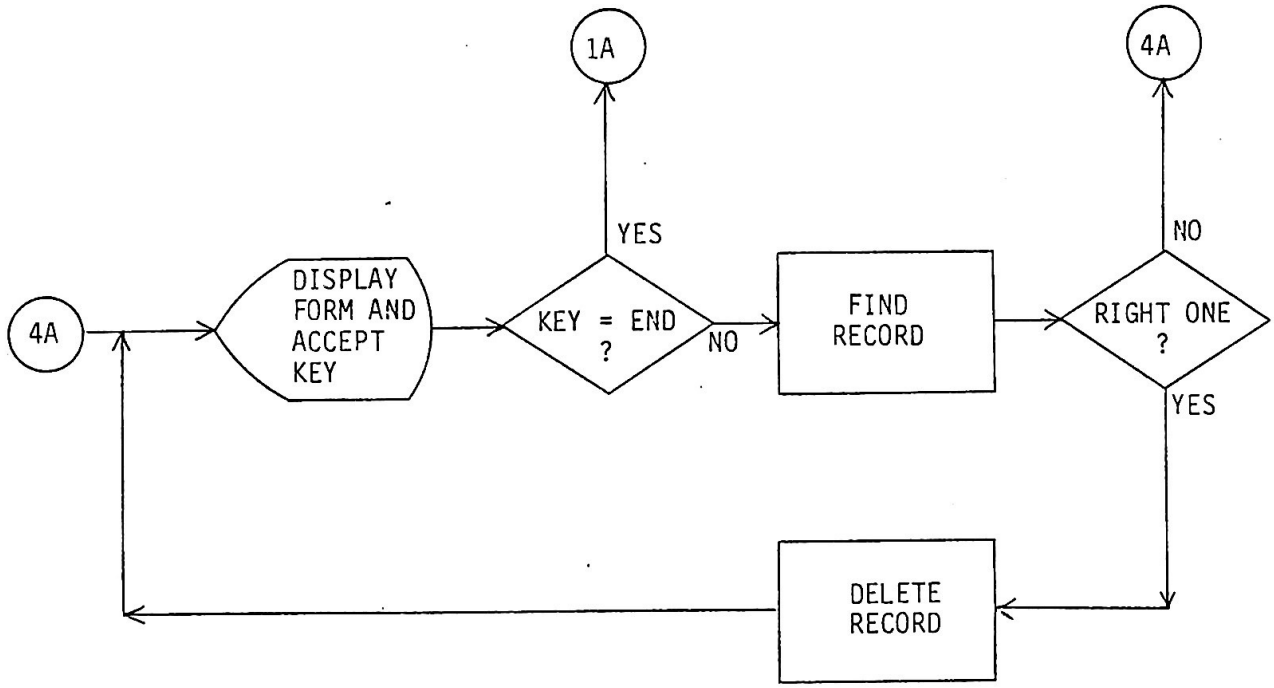
When Change or Delete is selected, the full VDT format is displayed.

Then, the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1.).)

The program finds the record and displays its contents on the screen. If the record is not found, an error message is displayed, and a new key must be entered.

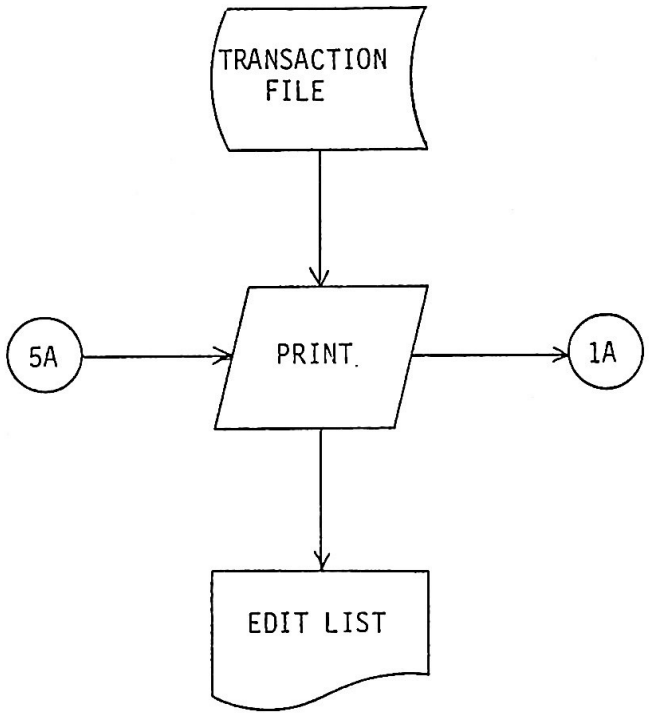
Changes are entered thru "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

DELETIONS:



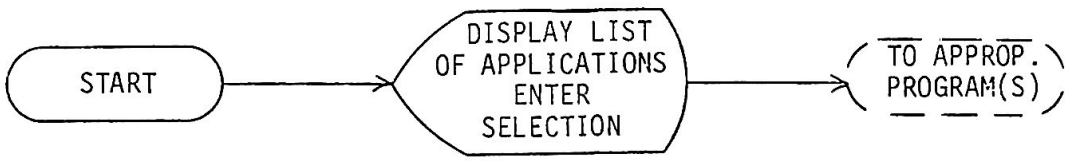
The record is found using the same method as on a change. After verifying the right record, the record is deleted and a new key may be entered, or "END" may be typed to return to the menu (page 1).

EDIT LIST:



The Edit List is printed from the Transaction file and control returns to the main menu.

Master Menu for Program Selection (ARMENU)



The Main Menu (VTAR1) is displayed.

The selection is accepted and processing continues with the appropriate program.

Customer File Maintenance (CUSMNT)

This is a Standard Master File Maintenance Module.

See exhibits # FDAR1
FDAR8
VTAR2
RPTAR1

Salesman File Maintenance (SLSMNT)

This is a Standard Master File Maintenance Module.

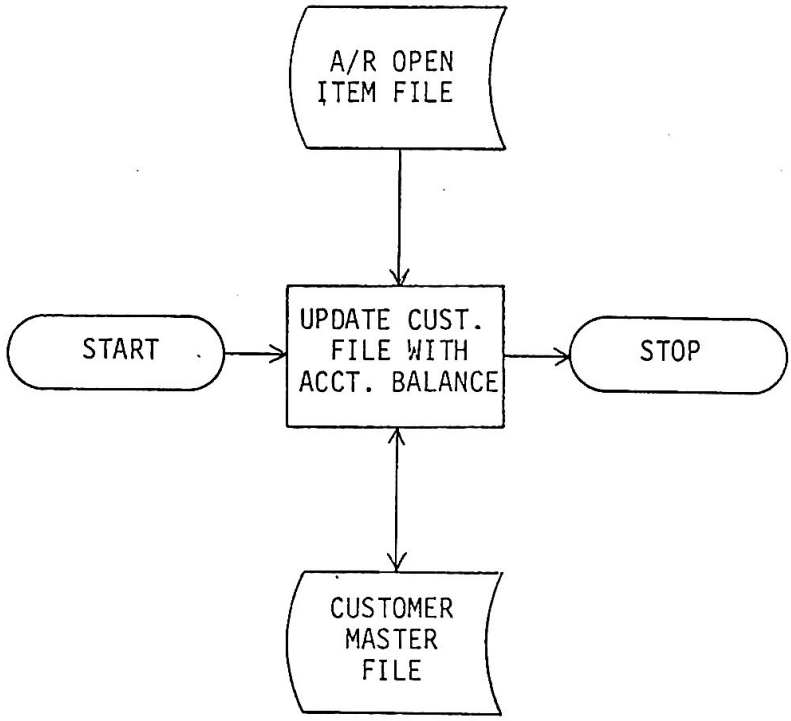
See exhibits # FDAR2
VTAR3
RPTAR2

Build Initial A/R Open Item File (BLDARO)

This is a modified Trx Maintenance Module. There is no "POST TRX" selection.

See exhibits # FDAR1
FDAR3
VTAR4
RPTAR3

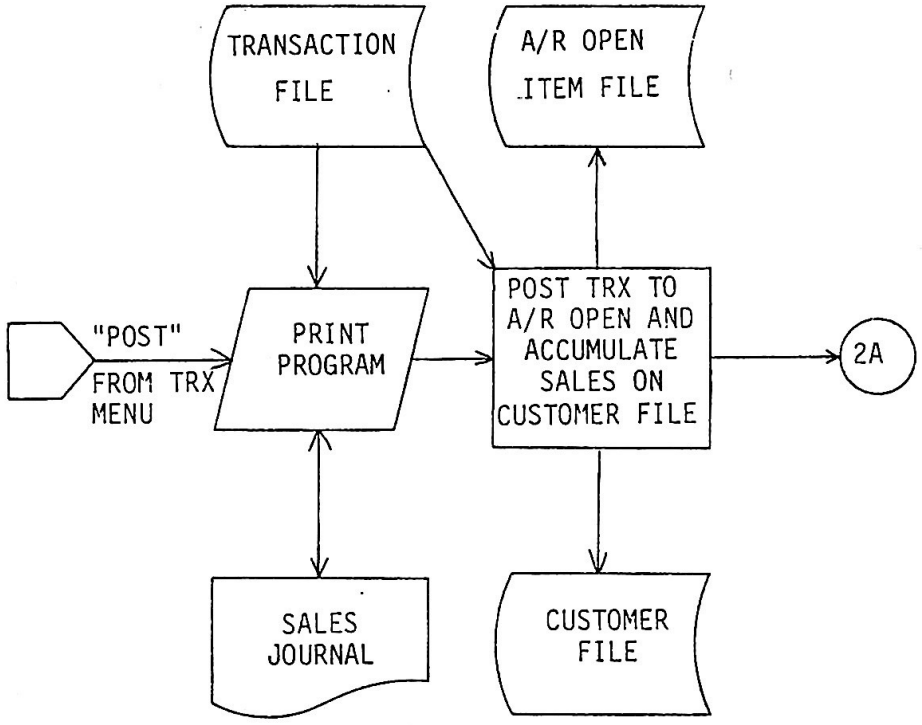
Set Customer Account Balances (CUSBAL)



Read A/R Open Item File (FDAR3) to determine account balance for a customer.

Update account balance in Customer Master File (FDAR1).

Sales Entry, Editing and Posting (SLSENT)



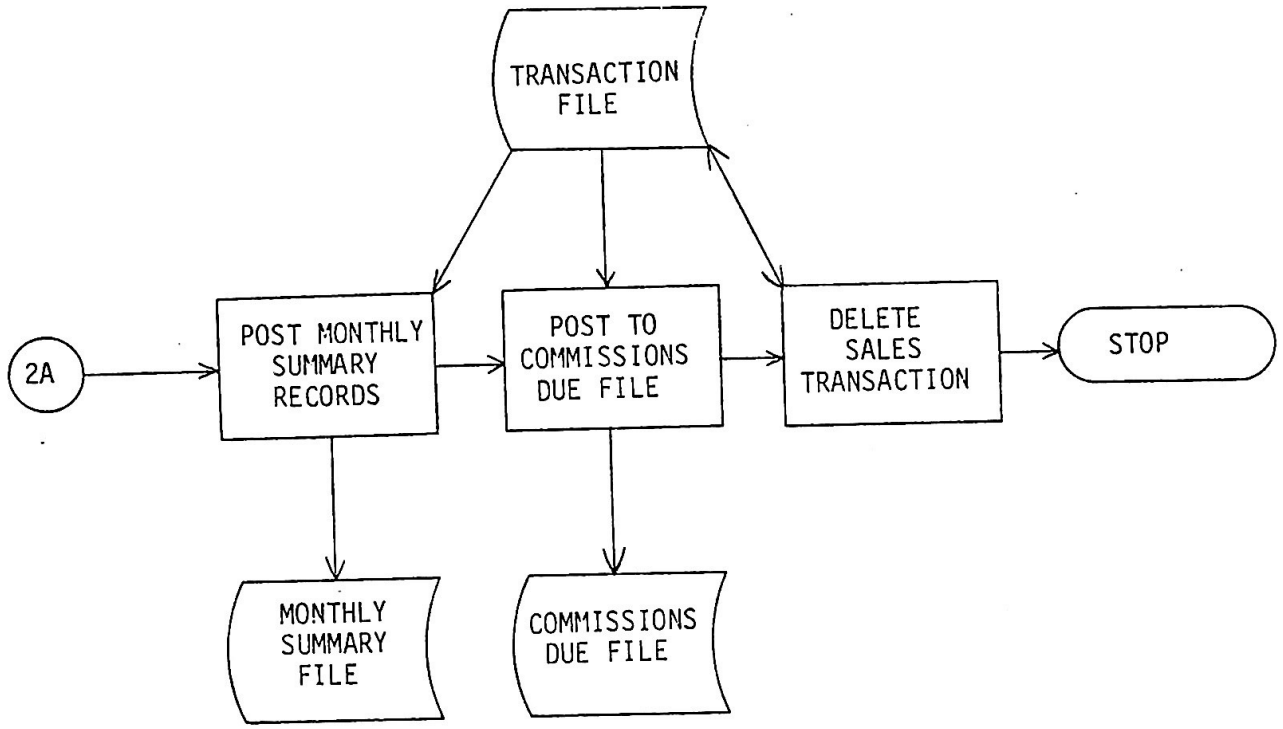
This is a Standard Transaction Maintenance Module.

See Exhibits # FDAR1
FDAR2
FDAR4
FDAR5
FDAR6
VTAR5
RPTAR5

If "POST TRX TO A/R OPEN ITEM FILE" is selected, the Sales Journal is printed per RPTAR4.

Transactions are posted to A/R Open Item file. All sales and costs are accumulated on the Customer file.

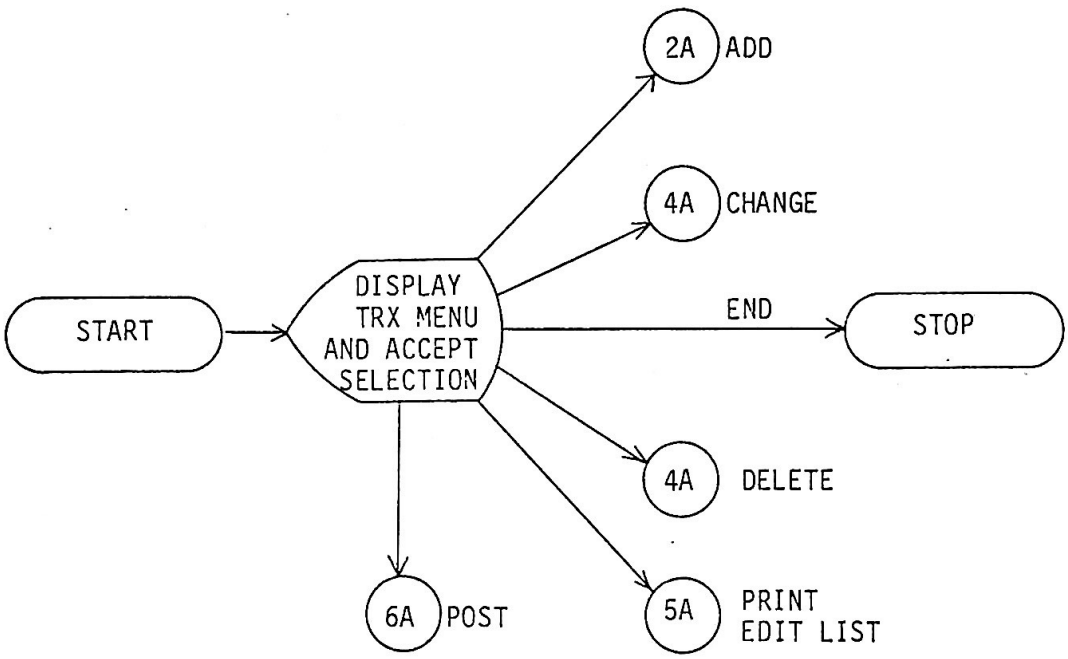
Sales Entry, Editing and Posting (SLSENT)



Next, summary records are posted to the Monthly Summary file, and salesman commissions are posted to the Commissions Due file.

At the end, all sales transactins are deleted.

Cash Receipts Entry, Editing and Posting (CSHEN1)



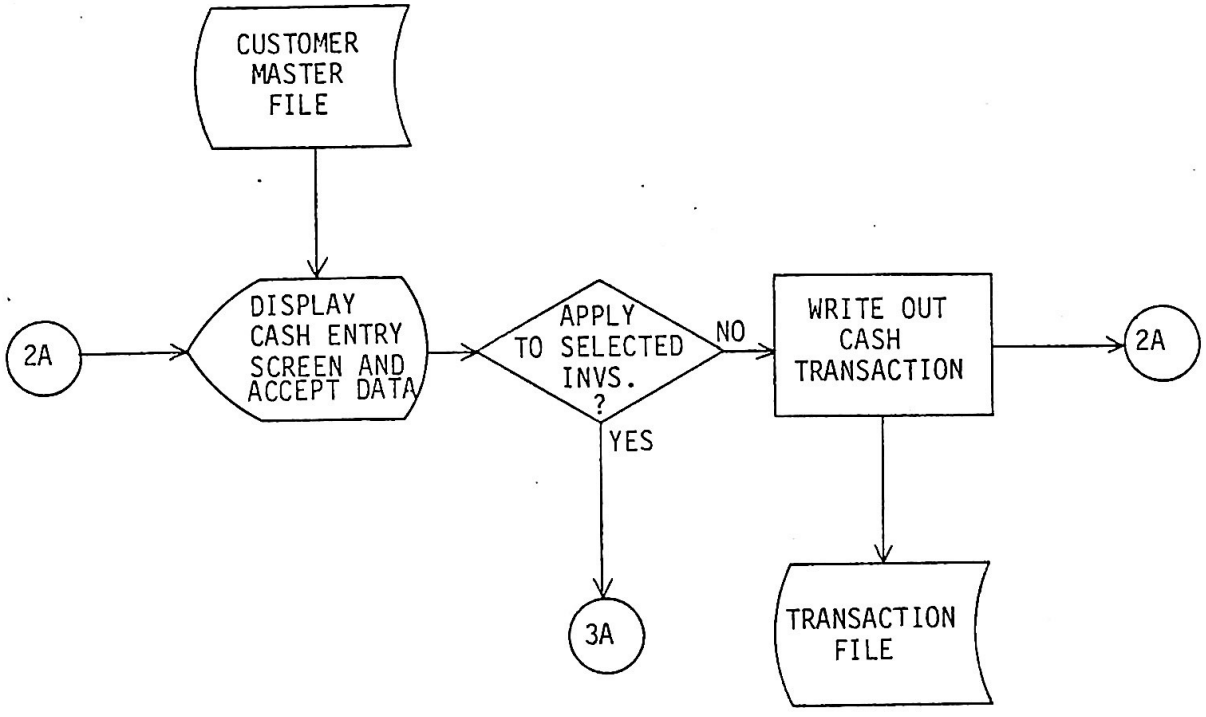
The Transaction menu is displayed and one of the following selections is allowed:

1. Enter (Add) New Transaction(s)
2. Change Existing Transaction(s)
3. Delete Existing Transaction(s)
4. Print Transaction Edit List
5. Post Transaction(s) to A/R Open File.

See indicated pages for the processing appropriate to each selection.

"END" may be entered to terminate processing.

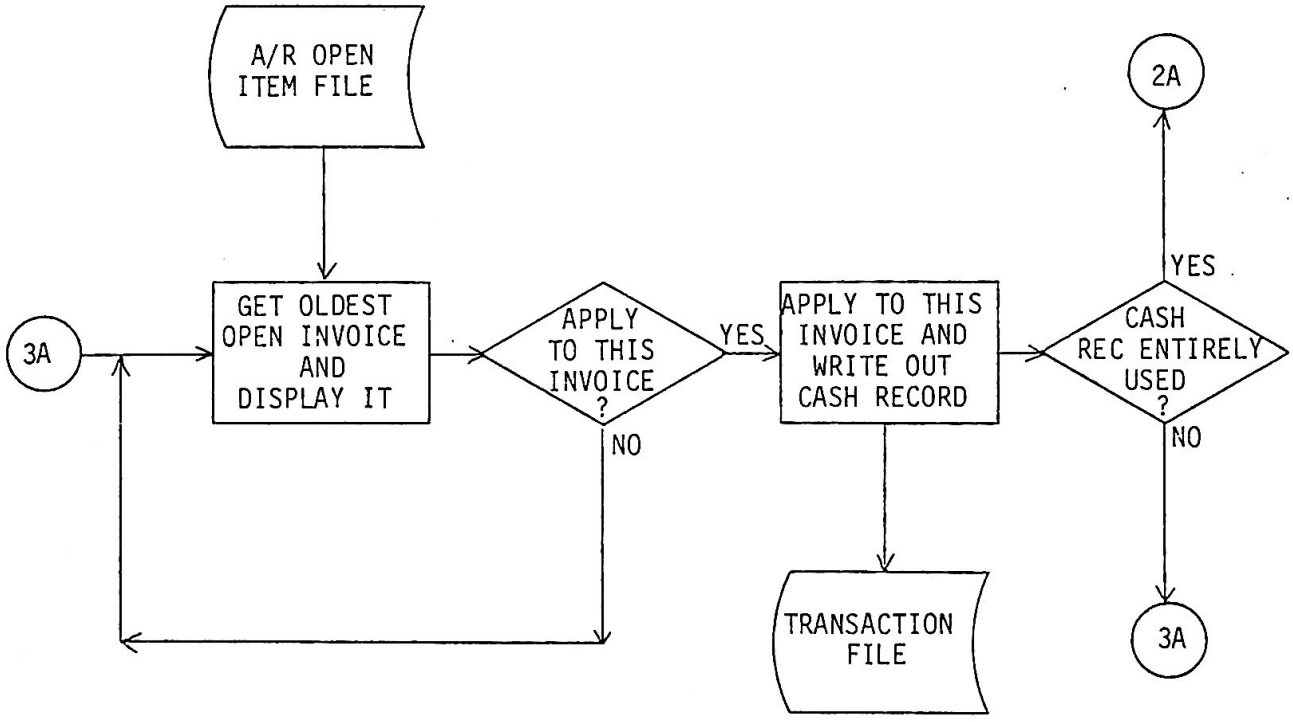
Cash Receipts Entry, Editing and Posting (CSHEN2)



The Cash Receipt data is entered (see VTAR6).

The Customer Master file (FDAR1) is accessed. The Receipt may be applied to one open Invoice or selected Invoices.

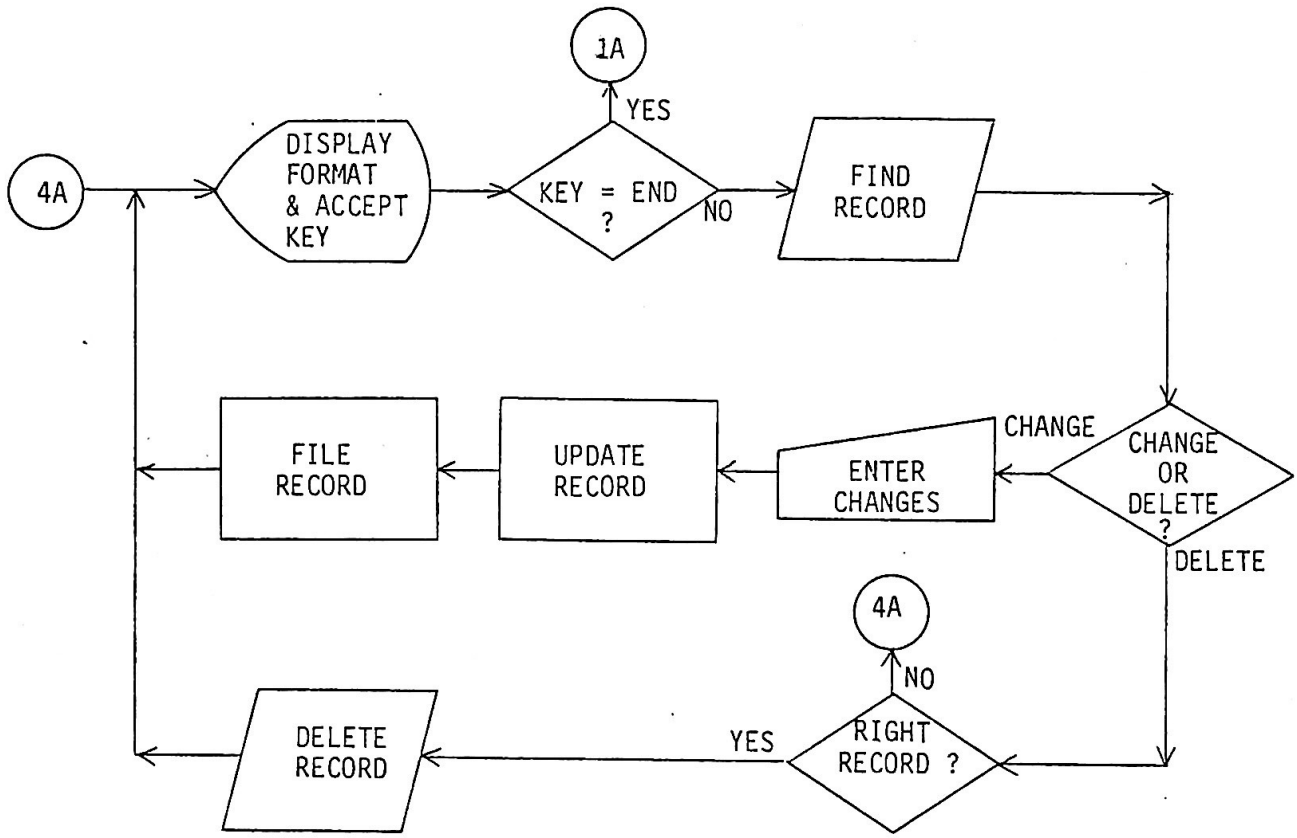
Cash Receipts Entry, Editing and Posting (CSHEN2)



The A/R Open Item File (FDAR3) is searched for the oldest open Invoice. The Cash Receipt may be applied to this or not.

Then, the next oldest is found and displayed, etc., until the Cash Receipt is entirely used. (See also VTAR6 and FDAR4).

Cash Receipts Entry, Editing and Posting (CSHEN3)



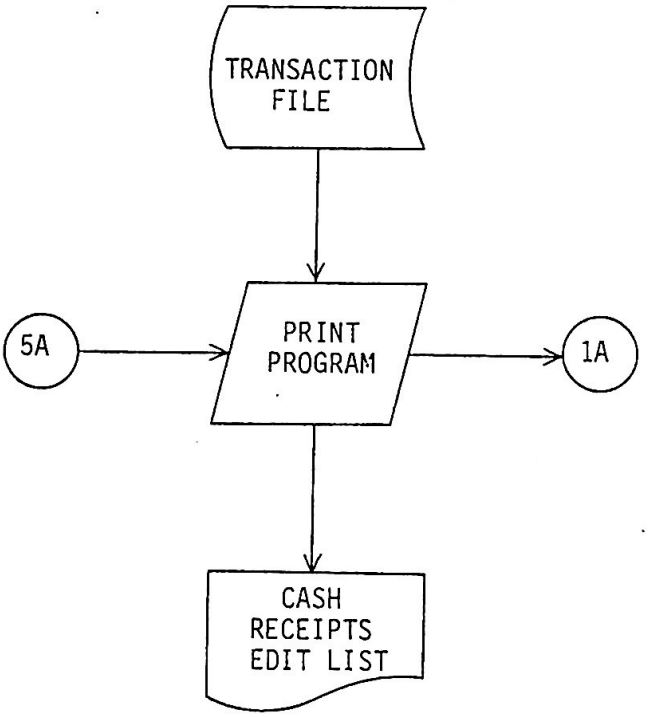
When Change or Delete is selected, the full record format VTAR6, p. 5 is first displayed.

Then the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1).)

The program finds the record, displays its contents on the screen. If the record is not found, an error message is displayed, and a new key must be entered.

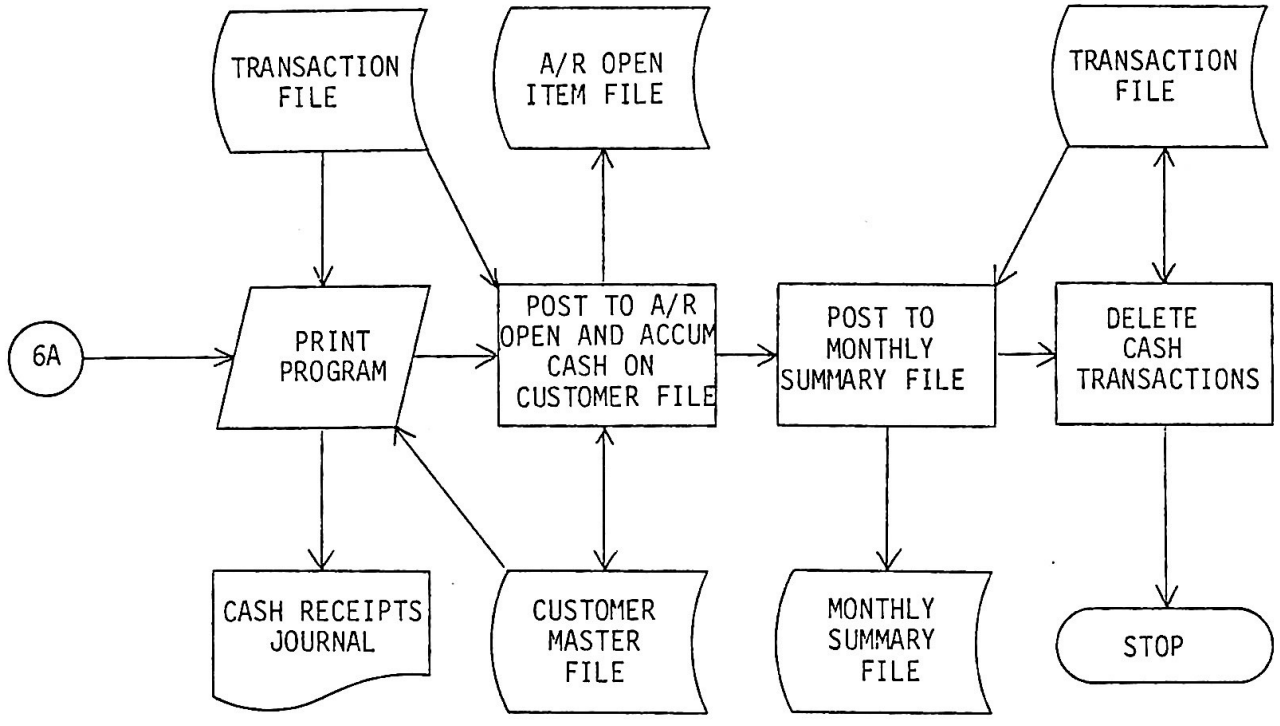
In Change mode, changes are entered through "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

In Delete mode, after verifying the right record, the record is deleted. A new key may be entered, or "END" may be typed to return to the menu (page 1).



The Edit List is printed (RPTAR5) from the Transaction File (FDAR4).

Cash Receipts Entry, Editing and Posting (CSHJNL)



The Cash Journal is printed per RPTAR5.

The Cash Receipts are posted to the A/R Open Item File (FDAR3) and at the same time accumulated in Account Balance field of the Customer File (FDAR1).

The Summary Record is posted to the Monthly Summary File (FDAR6), and the Cash Receipts transactions are deleted.

System Logic Flow

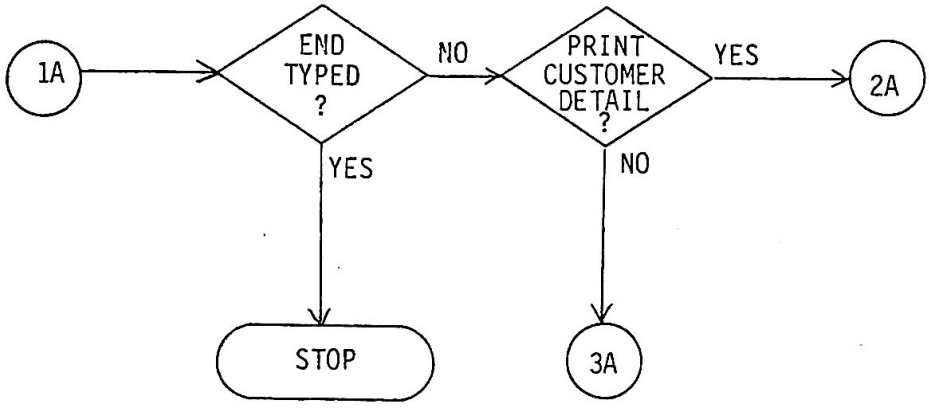
D-Basic

Release: 001

A/R

Date: 12/15/78

Print A/R Aging Report (ARTBL1)

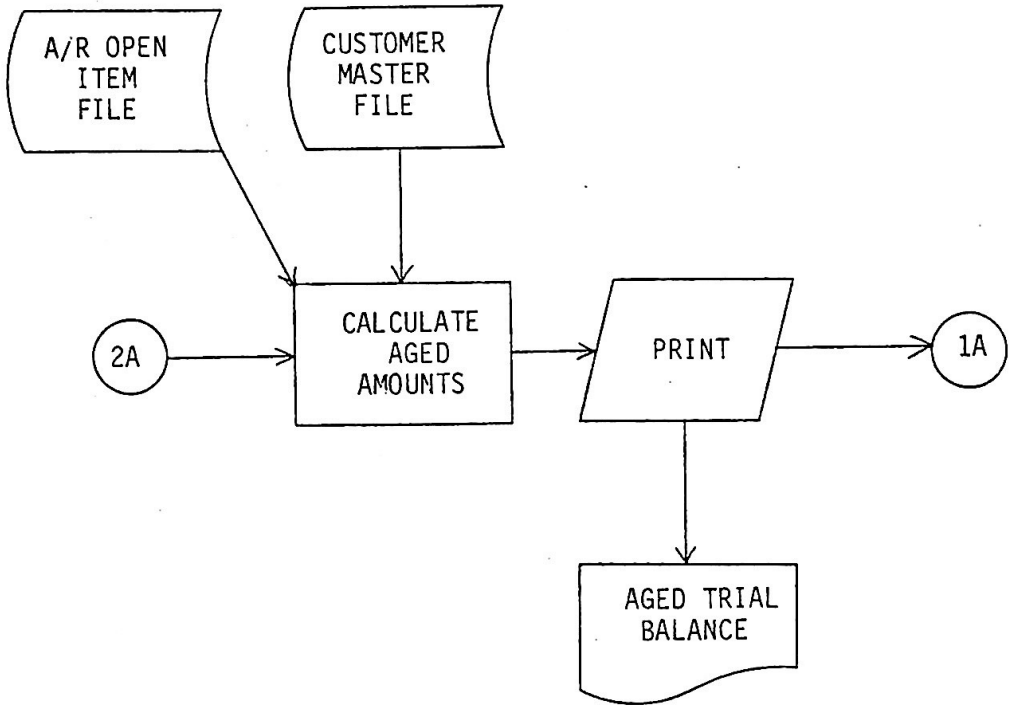


Enter data from video terminal per VTAR7.

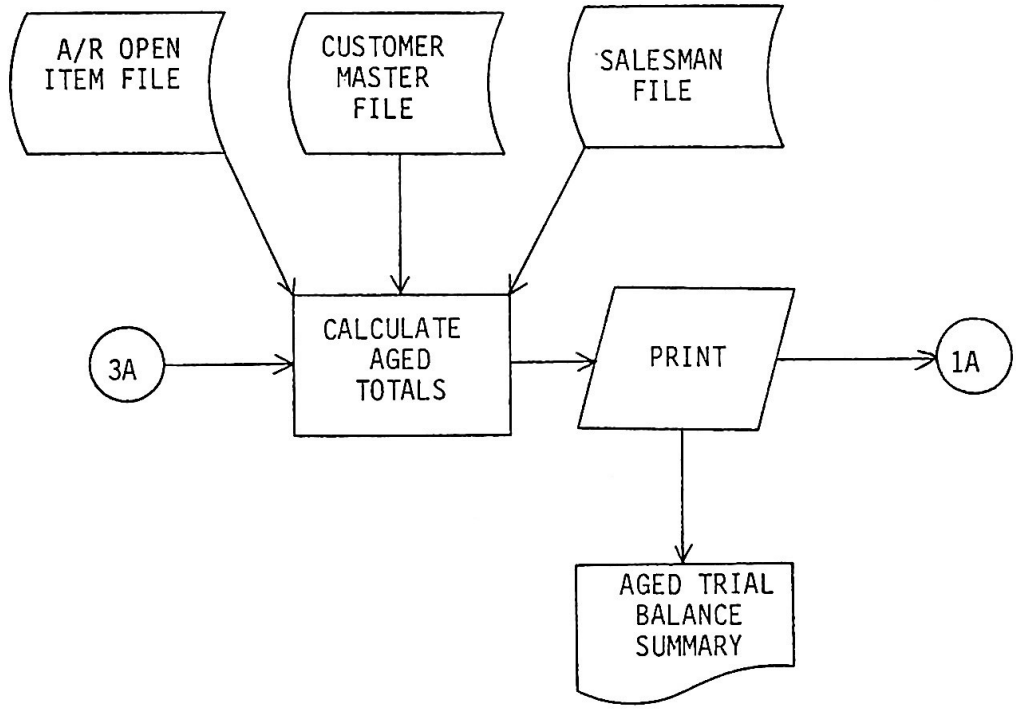
If Customer Detail is desired, CHAIN to ARTBL2.

If only a Summary is needed, CHAIN to ARTBL3.

Print A/R Aging Report (ARTBL2)

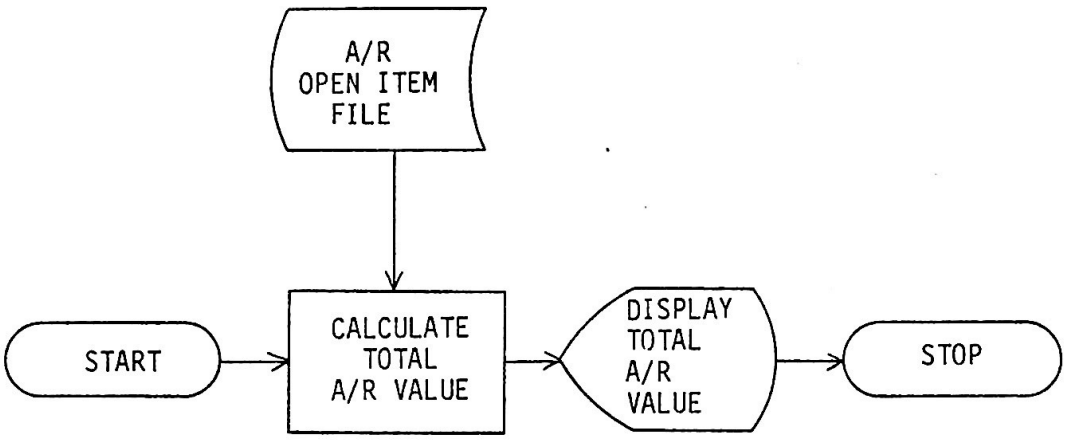


The Aged Amounts are calculated from the A/R Open Item file (FDAR3). The Customer Master file (FDAR1) is also accessed. The Aged Trial Balance Report is printed (RPTAR6, P. 1).



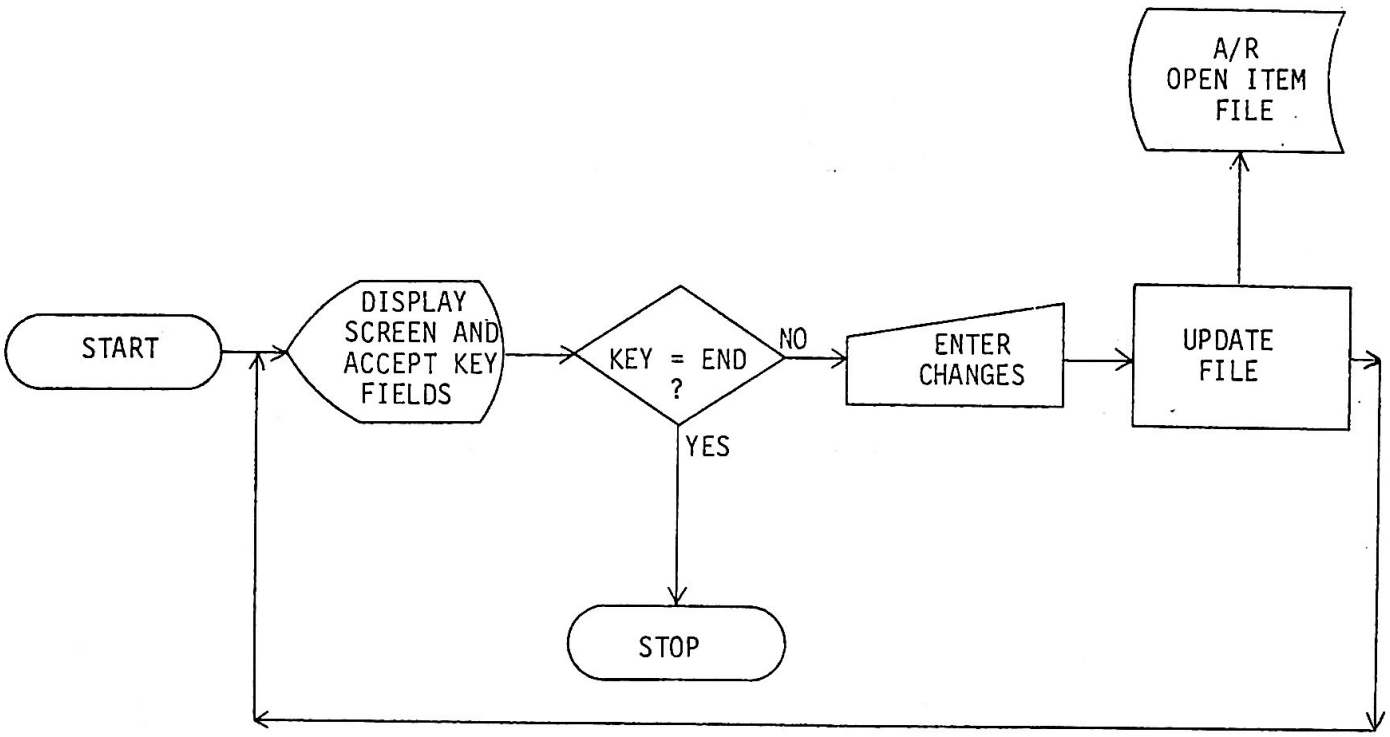
The logic is the same as for the Aged Trial Balance (see preceding page), except that only a Summary is printed (RPTAR6, p. 2), and the Salesman File is accessed.

Display Total A/R Value on Screen (AROCTL)



The A/R Open Item File (FDAR3) is read sequentially and the total A/R Open value is displayed (see VTAR8).

Apply Open Credit (APLYCR)



The screen is displayed (VTAR9) and input is accepted.

The A/R Open file (FDAR3) is updated for each entry.

"END" may be entered to terminate processing.

System Logic Flow

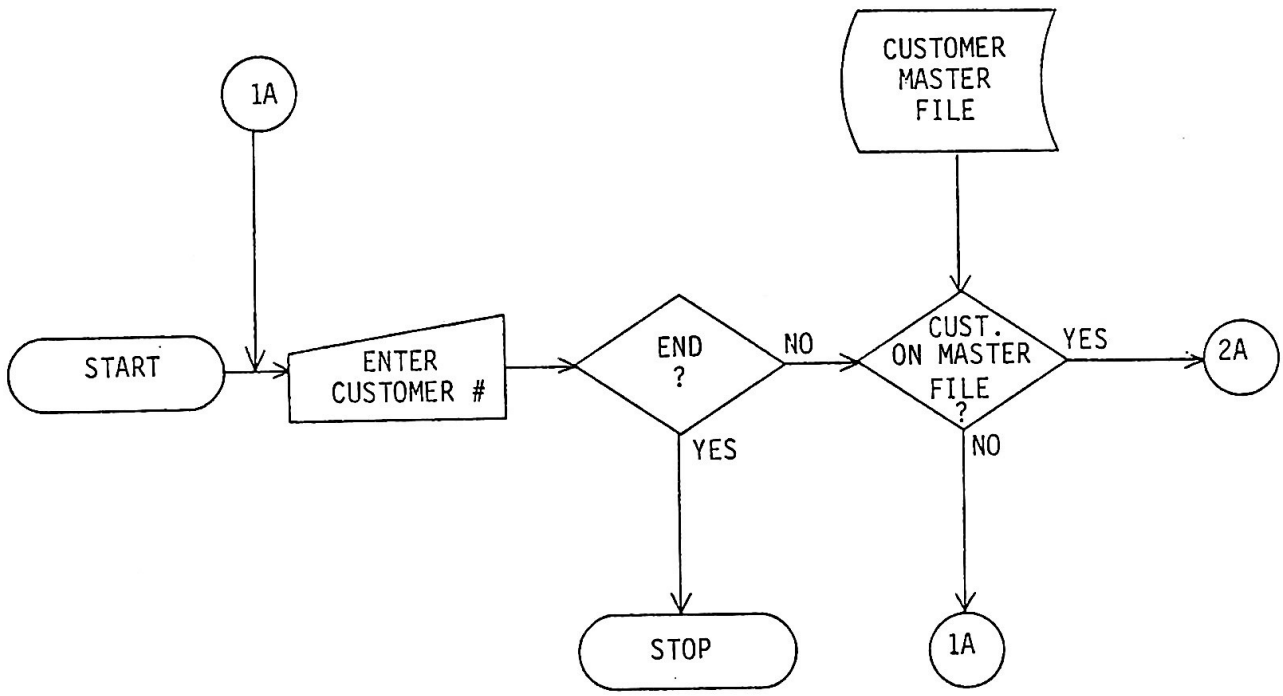
D-Basic

Release: 001

A/R

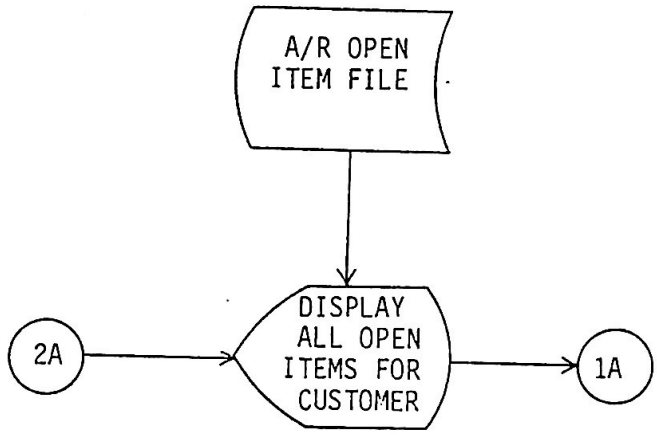
Date: 12/15/78

CRT Account Inquiry (ACTINQ)



The Customer Number is entered and the Customer Master file (FDAR1) is accessed.

CRT Account Inquiry (ACTINQ)



The A/R Open Item file (FDAR3) is accessed, and all Open Items for the Customer are displayed (VTAR10).

System Logic Flow

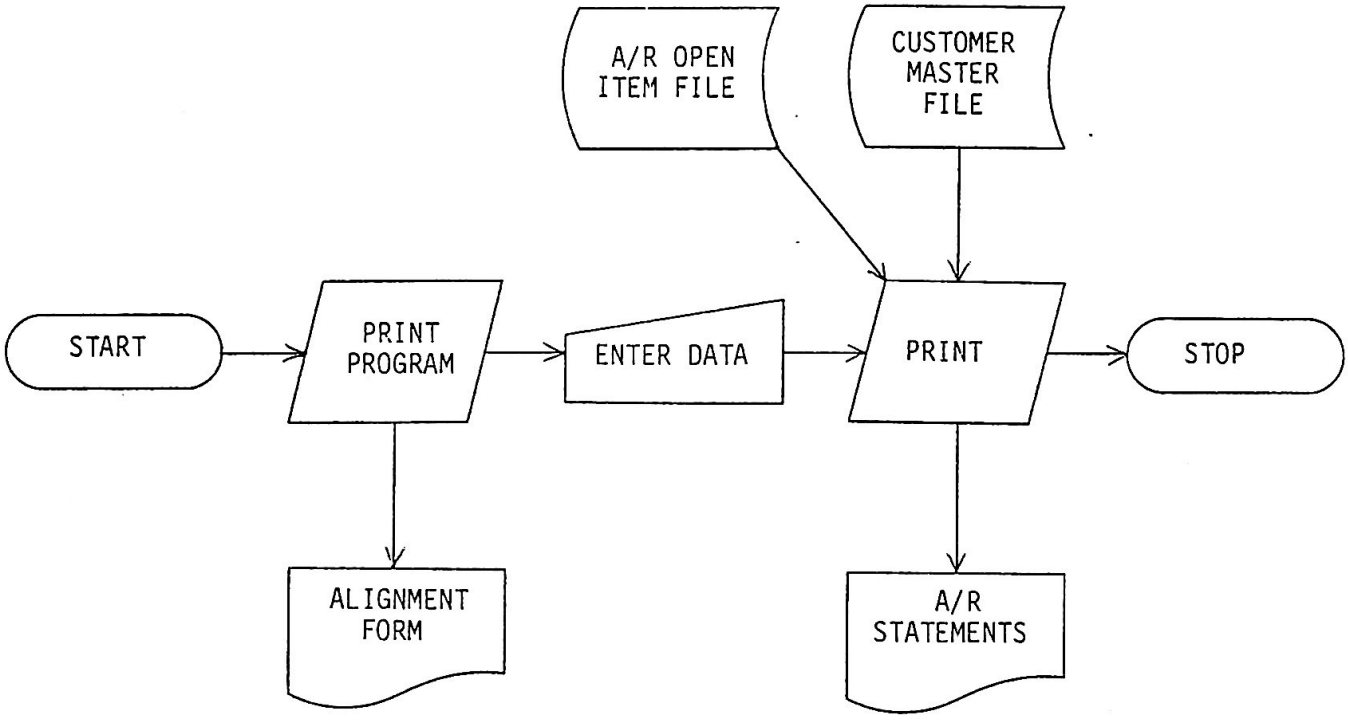
D-Basic

Release: 001

A/R

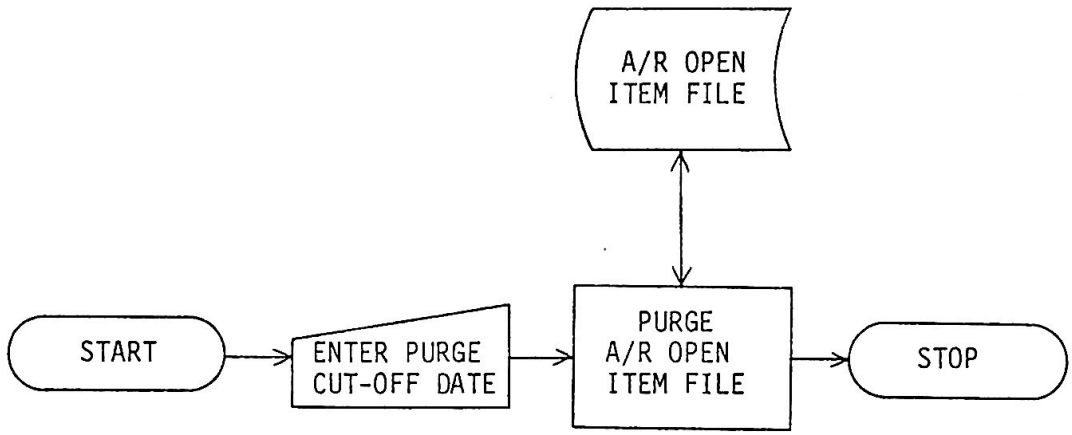
Date: 12/15/78

Print Statement (STATEM)



An alignment form is printed. The statement date, starting and ending customer number are entered (VTAR11). Statements are then printed (see RPTAR7).

Purge A/R Open Item File (PURGE)



The Purge Cut-off Date is entered.

The A/R Open Item File (FDAR3) is then purged.

System Logic Flow

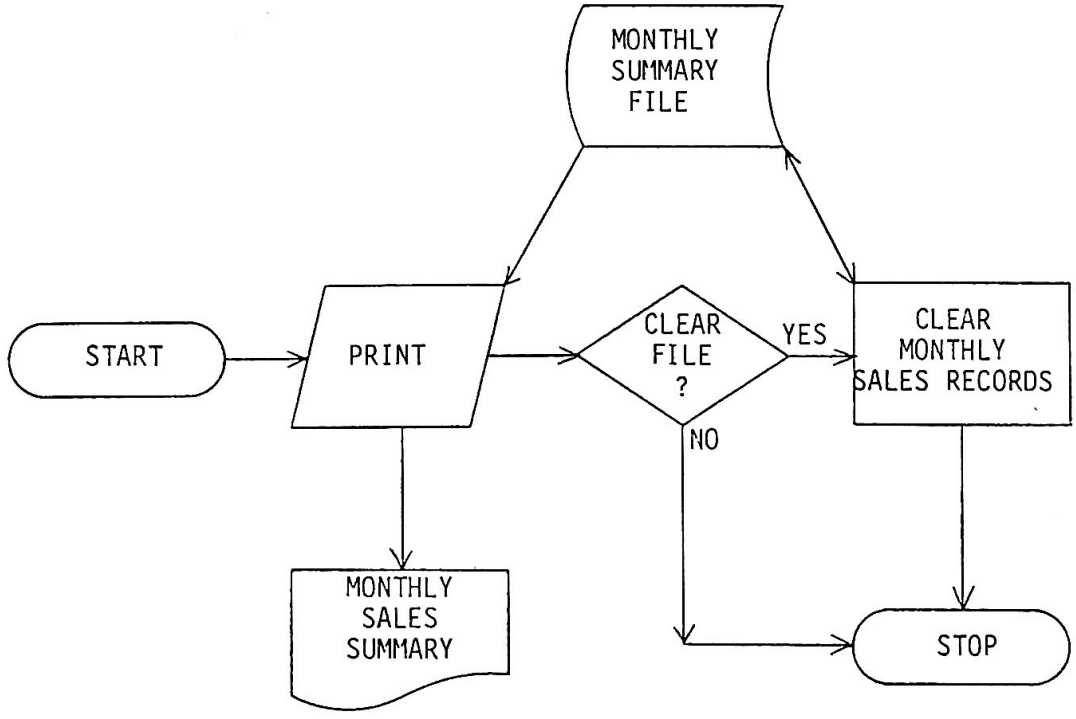
D-Basic

Release: 001

A/R

Date: 12/15/78

Print Monthly Sales Summary (MOSALE)

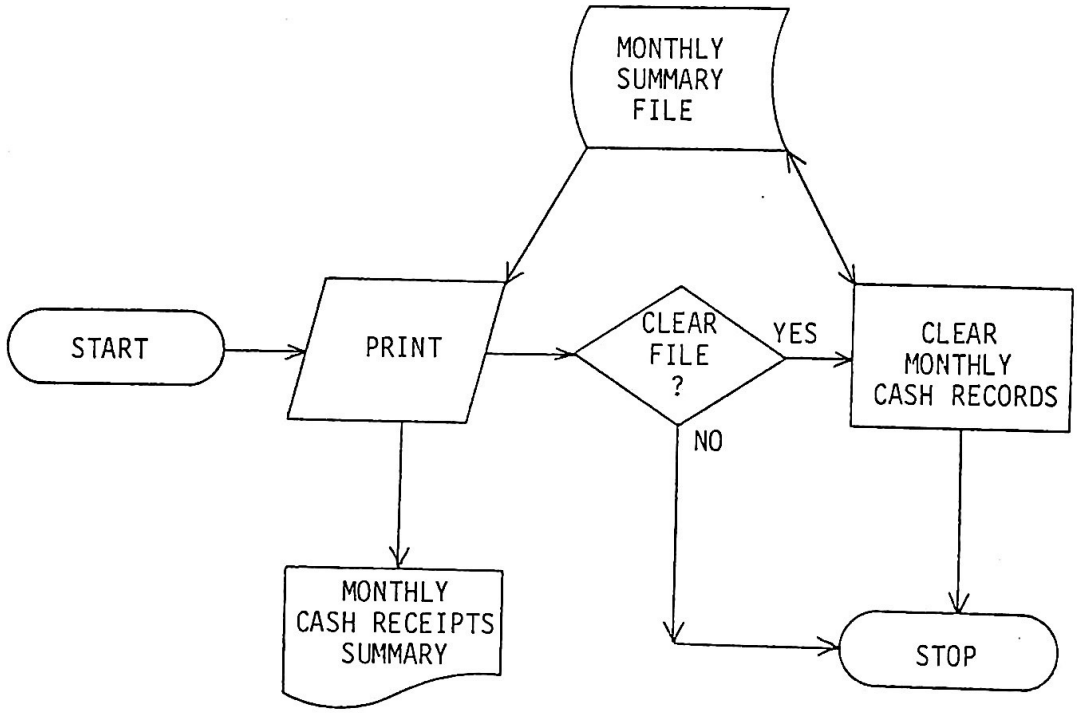


The Monthly Sales Summary is printed per RPTAR8.

If the file is not to be cleared, the program stops.

If "Y" is answered to "DO YOU WANT TO CLEAR THE MONTHLY SALES SUMMARY FILE ?", the file is cleared.

Print Monthly Cash Summary (MOCASH)

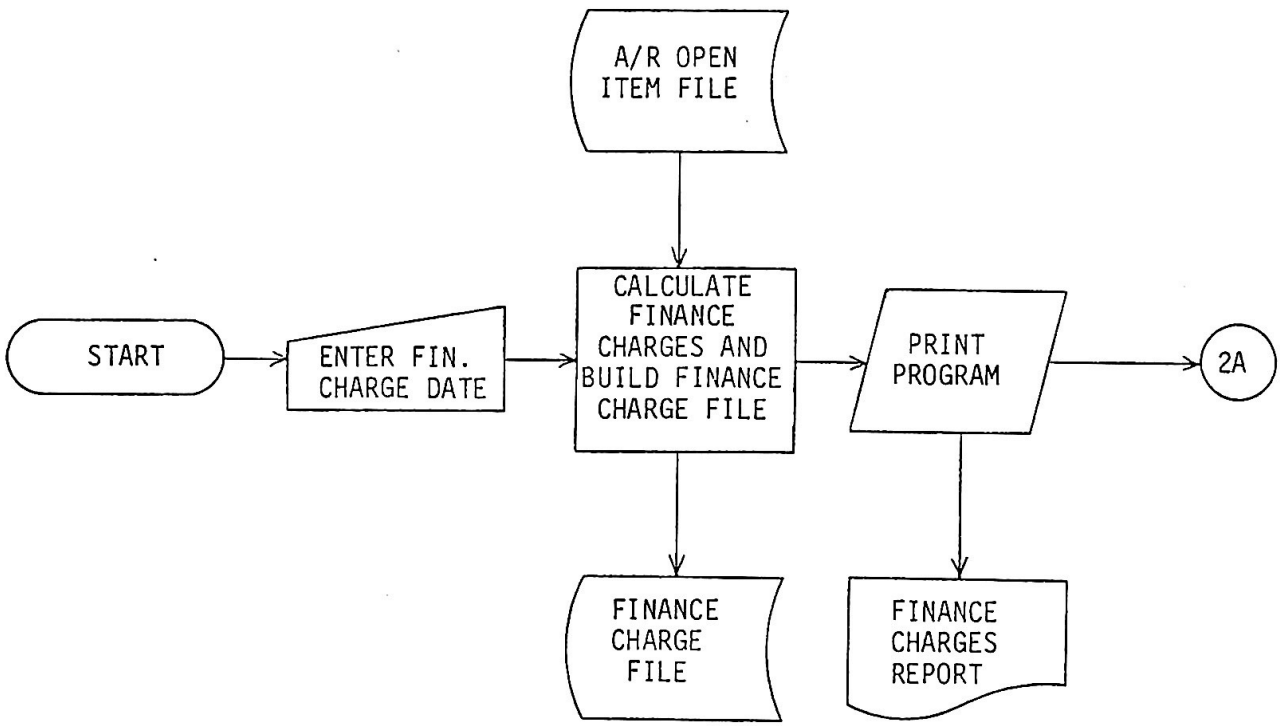


The Monthly Cash Receipts Summary is printed per RPTAR9.

If the file is not to be cleared, the program stops.

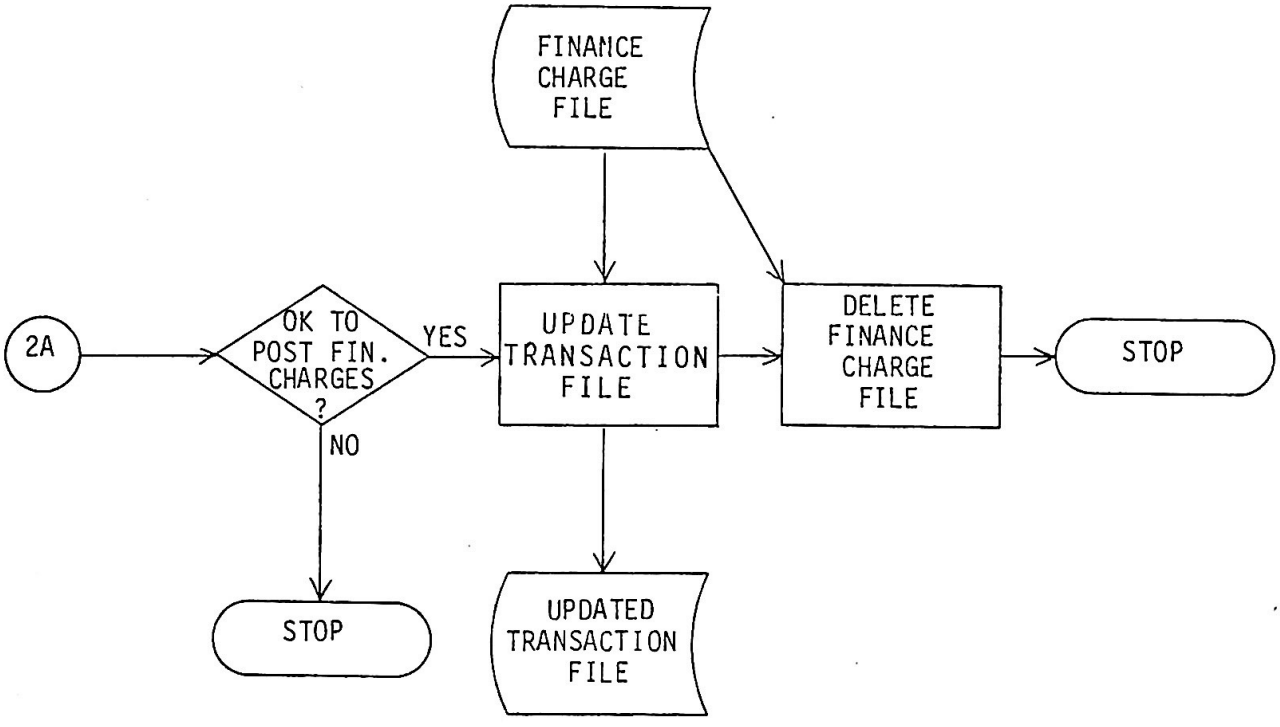
If "Y" is answered to "DO YOU WANT TO CLEAR THE MONTHLY CASH SUMMARY FILE ?", the file is cleared.

Calculate Finance Charges (FINCHG)



The Finance Charge Date percent rate and cut-off days are entered (see VTAR12). The Finance Charges are calculated from the A/R Open Item file (FDAR3) and the Finance Charge file (FDAR7) is created. Next the Finance Charge Report is printed (see RPTAR10).

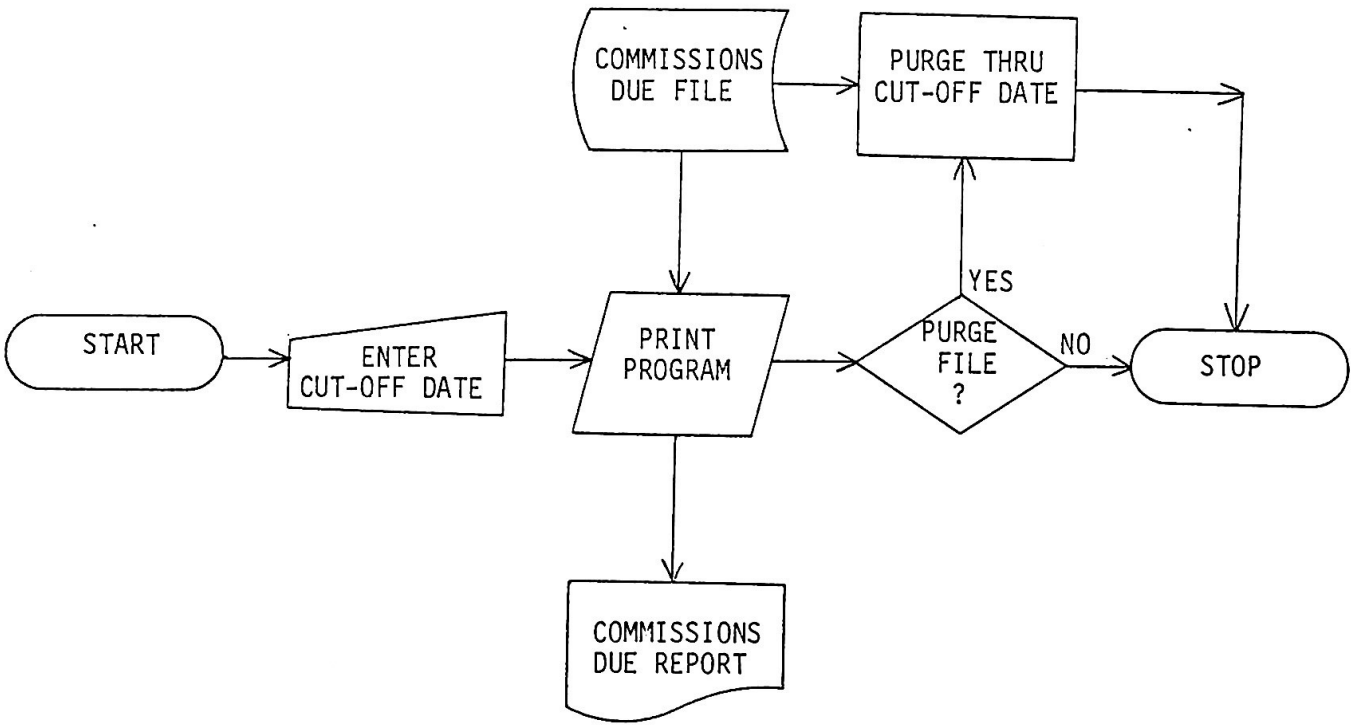
Calculate Finance Charges (FINCHG)



If it is OK to post the Finance Charges, the Finance Charge file (FDAR7) is accessed and the Finance Charges are posted to the Transaction file (FDAR3).

To post AR Open file run #3 (Sales entry, item #5 Print Journal & Post).

Print Commissions Due Report (COMRPT)



The invoice cut-off date is entered. The Commissions Due Report (RPTAR11) is printed. If the file is not to be purged, stop. Otherwise purge the Commissions Due file (FDAR5) thru the invoice cut-off date.

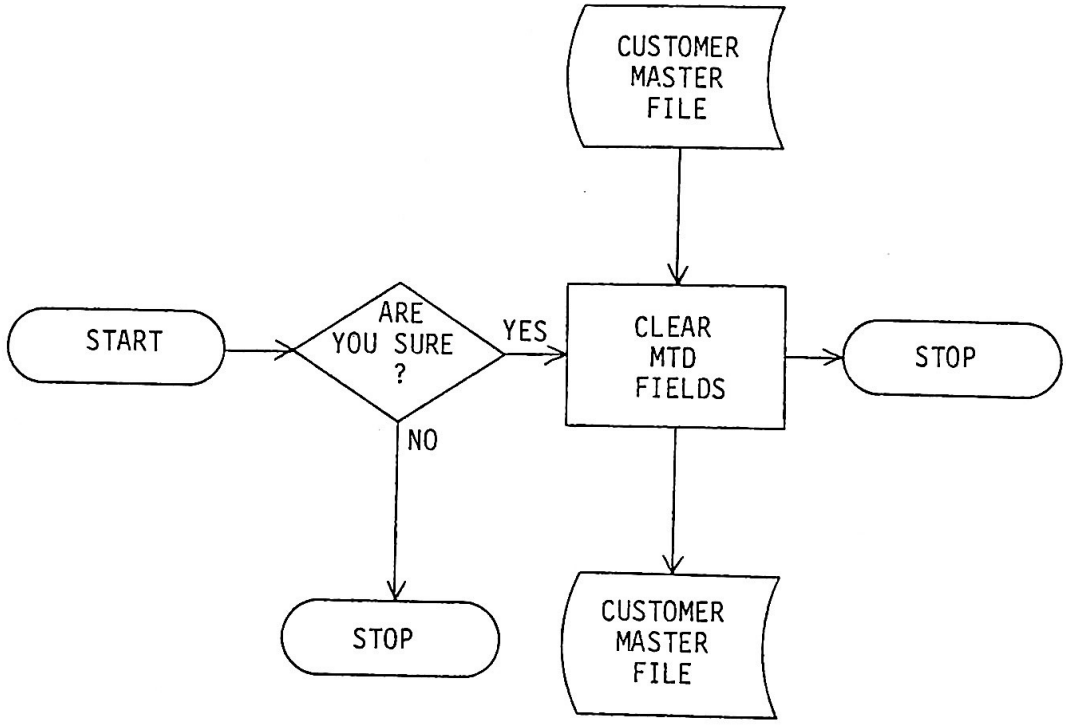
System Logic Flow

D-Basic

Release: 001 A/R

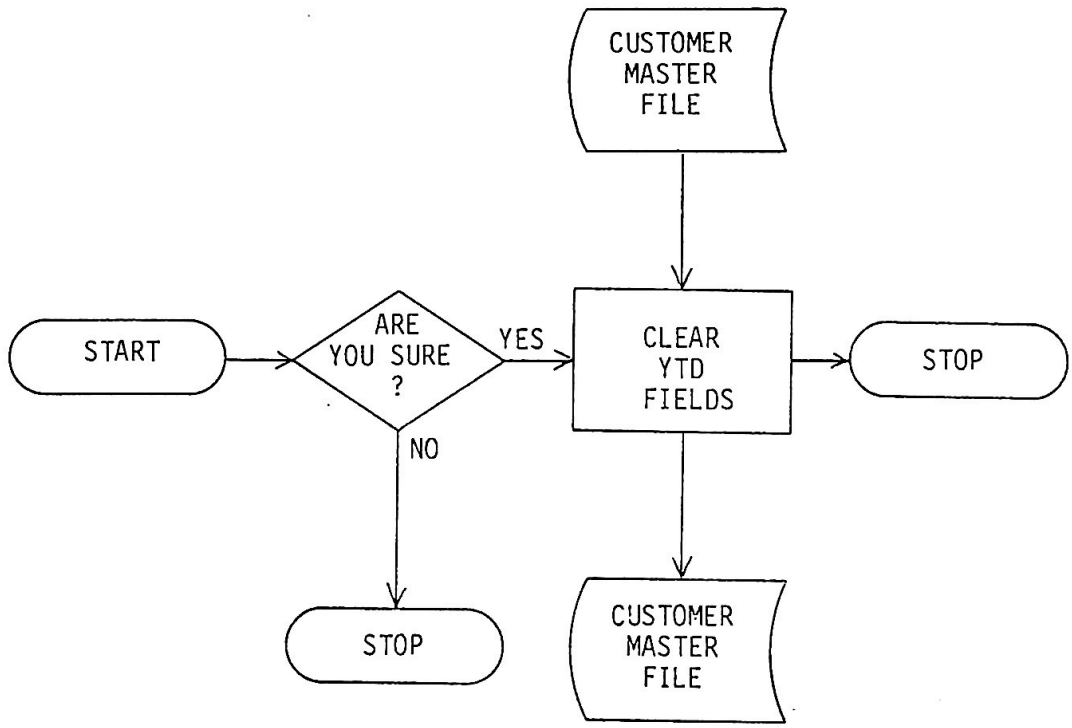
Date: 12/15/78

Clear Month-to-Date Sales and Costs (CLRMAR)



If "Y" is entered for "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS ?", Sales Month-to-Date and Cost Month-to-Date fields are cleared in the Customer Master File (FDAR1).

Clear Year-to-Date Sales and Costs (CLRYAR)



If "Y" is entered for "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS ?", the Sales Year-to-Date and Cost Year-to-Date fields are cleared in the Customer Master File (FDAR1).

SECTION 5
SYMBOL TABLES

SECTION V

SYMBOL TABLES

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SYMBOL TABLE

D-BASIC
Release: 001
Date 12/15/78

A / R

ARMENU
Page 1 of 1

Symbol	Size (bytes)	Description/Use
B$	35	Contains blanks.
E2	FP*	End flag.
I	FP	Index in loops.
I1	FP	See "INPUT"
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	2	See "INPUT".
I6$	36	See "INPUT"
I7	FP	See "INPUT"
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Temporary work variable.
L	FP	Length.
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT"
N$	117	String variable holding all programs that can be chained to.
N1$	10	Program to chain to.
0%	FP	See "DISPLY".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

* "Floating point".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Contains blanks.
C%	FP	Logical file number.
C2%	FP	Logical file number.
C2$	42	AROPEN Master record.
D6	FP	Starting character position in master record.
E1	FP	End program flag.
E2	FP	End flag.
F$	10	File name ("CUSMAS").
F2$	10	File name ("AROPEN").
I	FP	Index in loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable.
K	FP	Index in loops.
K$	24	Customer File Key.
K1$	24	Variable displayed on screen containing "CUSTOMER".
K2$	10	AROPEN file key.
K3$	5	Work variable for customer file key.
L	FP	Used as an error switch in some routines, and to preserve I1 in another. Also see "INPUT" and "DISPLAY".
L1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	177	Customer Master record.
M1	FP	Selection code (see "MMENU").
M1$	30	See "MESAGE".
M2	11	See "MESAGE".
M3$	8	Variable containing "CUSTOMER". See "MMENU".
M4$	23	See "MMENU".
M5$	33	Title at top of screen (used in "MMENU").
N	FP	Used temporarily to preserve I2. Also see "INPUT".
N1	FP	Number of tags on 1st screen.
N1$	10	Name of program to chain to.
N2	FP	Number of tags on 2nd screen.
0%	FP	See "DISPLY" and "ISAM".
R9$	1	Indicates which submenu to display.
S1	FP	Index for data input loop.
S1$	35	Submenu for balance method.
S2	FP	Index for data input loop.
S2$	78	Submenu for Ship Via codes (user defined).
S3	FP	Indicates which submenu to display.
S3$	25	Submenu for Collect/Prepaid.
S4	FP	Search return flag - S4 = normal return, S4 = 1 on an ADD means duplicate record and on CHANGE/DELETE it means record not found.
S4$	78	Submenu for Terms codes (user defined).
S5	FP	Number of items in SUBMENU. Ship codes.
S6	FP	Number of items in SUBMENU. Terms codes.

Symbol	Size (bytes)	Description/Use
T9$	14	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	String variable containing blanks.
B1	FP	Counter of balance forward customers.
C%	FP	Logical file unit.
D$	13	See "PDISP".
D1	FP	Number of fields in print line #1.
D2	FP	Number of fields in print line #2.
D4	FP	Number of fields in Print line #4.
D6	FP	Character position of a field in master record.
E2	FP	End Flag.
F$	10	File name.
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	132	See "PRINT".
I	FP	Index in FOR loop.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K$	5	Customer File key.
K1$	24	Variable containing literal "CUSTOMER".

Symbol	Size (bytes)	Description/Use
L	FP	Length of field.
L1%	FP	See "ISAM".
L1$	53	See "PRINT".
L2%	FP	See "ISAM".
L2$	100	See "PRINT".
L3$	43	See "PRINT".
L4$	100	See "PRINT".
L5$	132	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "PRINT".
M%	FP	See "ISAM".
M$	177	Customer File master record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM" and "PDISP".
O1	FP	Counter of Open Item customers.
P	FP	Flag indicating fatal error routine is active.
P1	FP	Starting column of title on print line.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Customer count.
P3$	47	See "PRINT".
P4	FP	See "PRINT".
P5	FP	Starting position of a print field.
P6	FP	Length of a print field.
R	FP	Switch to tell if 1st record has been read.
R9$	1	See "INPUT".

Symbol	Size (bytes)	Description/Use
S1	FP	End program flag, see "STENO".
S2$	5	Starting customer number.
S3$	5	Ending customer number.
S5	FP	Number of items in Ship Via legend.
S6	FP	Number of items in Terms legend.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	33	String variable containing blanks.
C%	FP	Logical file number for "CUSMAS".
C$	177	Customer File master record.
C2%	FP	Logical file number for "TEMP".
D$	13	See "PDISP".
D1	FP	Number of fields in print line.
D6	FP	Position of field in master record.
E2	FP	End flag.
F$	6	File Name ("CUSMAS").
F2$	4	File Name ("TEMP").
H1$	114	See "PRINT".
H2$	114	See "PRINT".
H3$	1	See "PRINT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	5	See "INPUT".
I7$	1	See "MESAGE".
I9$	10	See "MESAGE".
J	FP	See "PRINT".
K$	5	Customer File key.
K2$	18	Temporary File key.
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
M%	FP	See "ISAM".
M$	5	Master record part of "TEMP" file (contains customer number).
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM" and "PDISP".
P	FP	Flag to indicate fatal error routine is active.
P1	FP	Starting column of report title.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Customer counter.
P3$	51	Report title.
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Contains blanks.
C%	FP	Logical file number.
E1	FP	End program flag.
E2	FP	End flag.
F$	10	File name.
I	FP	Index for loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable.
K$	8	Variable containing "SALESMAN".
M	FP	See "INPUT".
M$	30	Salesman master record.
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2$	30	See "MESAGE".
M3$	8	Variable containing "SALESMAN". See "MMENU".
M4$	25	See "MMENU".
M5$	25	See "MMENU".
N	FP	See "INPUT".
N1$	10	Program to chain to.

Symbol	Size (bytes)	Description/Use
O%	FP	See "ISAM" and "DISPLY".
P	FP	Flag to indicate fatal error routine is active.
R9$	1	See "INPUT".
S2$	79	See "MMENU".
V	FP	Numeric value of input string.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number for "AROPEN".
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS".
D$	13	See "DISPLY".
D6	FP	Starting byte position is master record.
E1	FP	End program flag.
E2	FP	End flag.
F$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
I	FP	Index used in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable. See "INPUT".
J	FP	Index loop.
K	FP	Index used in FOR loops.
K$	24	A/R Open Item file key.
K1$	4	Variable containing "ITEM".
K2$	24	Variable to save A/R Open Item file key.
L	FP	Used to preserve I1. Also see "INPUT".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
M1	FP	See "MMENU".
M1$	32	See "MESAGE".
M2$	30	See "MESAGE".
M3$	20	See "MESAGE".
N	FP	Used to preserve I2. Also see "INPUT".
N1	FP	Number of screen tags.
N1$	10	Program to chain to.
O%	FP	See "ISAM" and "DISPLY".
P	FP	Flag to indicate fatal error routine is active.
R9$	1	See "INPUT".
S2$	78	See "MMENU".
S4	FP	Search return flag - S4 = 1 is normal return, S4 = 1 means duplicate add in ADD mode and otherwise is record not found.
T4	6	Variable holding document type codes.
T6$	65	Totals variable.
T7$	11	Totals variable.
T8$	76	Document type submenu.
T9$	25	Variable holding screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	40	Variable containing blanks.
C%	FP	Logical file number for "AROPEN".
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS".
D$	36	See "PDISP".
D1	FP	Number of fields in print line.
D6	FP	Starting byte position of field in master record.
E2	FP	End flag.
F$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	132	See "PRINT".
I	FP	Index used in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	Maximum size of a field.
I5	FP	See "INPUT".
I6$	20	Work variable. See "PDISP".
I9$	20	Work variable. See "PDISP".
J	FP	Used to calculate position in a string.
K$	24	A/R Open Item file key.
L	FP	Length of field.
L1%	FP	See "ISAM".
L1$	114	See "PRINT".
L2%	FP	See "ISAM".
L2$	132	See "PRINT".
L3$	132	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L6	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
N	FP	See "PDISP".
O%	FP	See "ISAM" and "PDISP".
P	FP	Flag to indicate fatal error routine is active.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P3	FP	Total items.
P3$	55	Report title.
P4	FP	See "PRINT".
P5	FP	Starting position of a print field.
P6	FP	Length of a print field.
P7	FP	Total items for a customer.
T1$	11	Total field.
T2$	11	Total field.
T4$	11	Total field.
T5$	11	Total field.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Contains blanks.
C%	FP	Logical file number.
E2	FP	End flag.
F$	6	File name.
H1$	8	See "PRINT".
H2$	132	See "PRINT".
H3$	132	See "PRINT".
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	5	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K$	2	Salesman file key.
K1$	8	Variable containing "SALESMAN".
L	FP	Length of field.
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	30	Salesman file master record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM".
P	FP	Flag to indicate fatal error routine is active.
P1	FP	Starting column position of report title.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Salesman counter.
P3$	46	Report title.
P4	FP	See "PRINT".
R	FP	Flag to tell if 1st record must be read.
R9$	1	See "INPUT".
S1	FP	See "STENO".
S2$	78	See "STENO".
S3$	25	See "STENO".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

SYMBOL TABLE

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A / R

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
B1$	1	Work variable.
C%	I	Logical file number for "TRANS".
C$	177	Customer file master record.
C2%	I	Logical file number for "CUSMAS".
D$	13	See "DISPLY".
D6	FP	Byte position of field in master record.
E1	FP	End program flag.
E2	FP	End flag.
F$	6	File name ("TRANS").
F2$	6	File name ("CUSMAS").
F3$	6	File name "AROPEN".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	2	See "INPUT".
I6	FP	Variable used to increment invoice number.
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable. Also see "INPUT".
K	FP	Index in FOR loop.
K$	24	Transaction file key.
K1$	10	Variable containing "TRX".
K2$	24	Variable to save Transaction file key.
K4$	24	Key for "AROPEN".

Symbol	Size (bytes)	Description/Use
K5$	5	Work variable.
K9$	6	Work variable.
L	FP	Used temporarily to preserve I1. Also see "INPUT".
L1%	I	See "ISAM".
L2%	I	See "ISAM".
M	FP	See "INPUT".
M%	I	See "ISAM".
M$	74	Transaction file master record.
M1	FP	See "MMENU".
M1$	40	See "MESAGE".
M2$	11	See "MESAGE".
M3$	8	Work variable.
M4$	23	See "MESAGE".
M5$	26	See "MMENU".
M6$	74	Work variable.
N	FP	Used temporarily to preserve I2.
N1	FP	Number of tags (prompting lines) on screen.
N1$	10	Program to chain to.
N5$	9	Temporarily holds sale amount.
N6$	7	Temporarily holds misc. amount.
N7$	8	Temporarily holds tax amount.
N8$	7	Temporarily holds freight amount.
O%	I	ISAM Option and Return code (see "ISAM" and "DISPLY").
P	FP	Flag to indicate fatal error routine is active.
R9$	1	See "INPUT".
S4	FP	Search return flag - S4 = 0 is normal return, S4 = 1 is duplicate record in ADD mode and record not found otherwise.
S5	FP	Flag for whether change is allowed.
T8$	53	Holds document type submenu.
T9$	25	String variable to hold tags displayed on screen.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	40	Variable containing blanks.
C%	FP	Logical file number for "TRANS".
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS".
D$	13	See "PDISP".
D6	FP	Byte position of field in master record.
E2	FP	End flag.
F$	10	File name ("TRANS").
F2$	10	File name ("CUSMAS").
H1$	131	See "PRINT".
H2$	129	See "PRINT".
H3$	1	See "PRINT".
I	FP	Used as index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "POSIT".
I5	FP	See "POSIT".
I6$	13	Work variable used in "PDISP" (print display).
I9$	13	Work variable.
J	FP	See "PDISP".
K	FP	Used as index in FOR loops.
K$	24	Transaction file key.
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	177	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	DP	Used as subscript in emulated string array.
M%	FP	See "ISAM".
M$	74	Transaction file master record.
M9$	10	Holds message from "SLENT".
N	FP	Used as subscript in emulated string array.
N1$	10	Program to chain to.
O%	DP	See "ISAM" and "PDISP".
P	FP	Flag to indicate fatal error routine is active.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	4-element array holding counters for document types.
P3$	29	Report title.
P4	FP	See "PRINT".
P5	DP	Starting position of field in print line.
P6	DP	Length of field in print line.
T$	264	Emulated string array holding totals (4 x 6 x 11).
T1$	32	Emulated string array holding document names (4 x 8).
T2$	11	Total field.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	42	A/R Open Item file master record.
B$	35	String containing blanks.
C%	FP	Logical file number for "TRANS".
C$	177	Customer file master record.
C1%	FP	Logical file number for "COMDUE".
C2%	FP	Logical file number for "AROPEN".
C3%	FP	Logical file number for "CUSMAS".
C4%	FP	Logical file number for "MONSUM".
E2	FP	End flag.
F$	10	File name ("TRANS").
F1$	10	File name ("COMDUE").
F2$	10	File name ("AROPEN").
F3$	10	File name ("CUSMAS").
F4$	10	File name ("MONSUM").
I	FP	Index in loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I9$	10	Temporary hold for editing.
J	FP	Index to find row of emulated array.
K	FP	Beginning position in TRX file key.
K$	24	Transaction file key.
K1$	24	COMDUE file key.
K2$	14	Hold field for customer number. Also Monthly Summary file key.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Index in loop.
M%	FP	See "ISAM".
M$	74	Transaction record.

Symbol	Size (bytes)	Description/Use
M1$	14	COMDUE Record.
M9$	10	Contains "1" or "-1".
N1	FP	Used in printing error list heading.
O%	FP	See "ISAM".
P	FP	Flag indicating fatal error routine is active.
P2	FP	Line count.
P2$	100	Error heading.
P3$	35	Error heading.
S	FP	Duplicate keys error flag.
S1	FP	Duplicate keys error flag.
S2	FP	Duplicate keys error flag.
T$	176	Emulated array (4 x 44) holding grand totals for sales, miscellaneous, taxes, and freight for I, D, C, and F document types.
T1$	10	Running total by customer for sale amount.
T2$	11	Temporary holding field for accumulating grand totals by document type.
T5$	10	Running total by customer for cost amount. Also string holding letters for document type.
T6$	11	Holds totals by customer for "AMOUNT-2" to update Customer file.
T7$	11	Totals for sales Month-to-Date and Year-to-Date by customer for all non-"F" document types.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
B$	35	Contains blanks.
E1	FP	End program flag.
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	13	See "INPUT".
K1$	10	Variable containing "TRX".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2$	11	See "WAIT".
M3$	1	See "MESAGE".
M4$	24	See "MMENU".
M5$	19	See "MMENU".
N	FP	See "INPUT".
N1$	10	Program to chain to.
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A$	42	A/R Open Item file master record.
A1	FP	See "ANYCHG"..
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
B1$	10	Running total of balance of invoice.
C%	FP	Logical file number for "TRANS". Equal to 1.
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS". Equal to 2.
C3%	FP	Logical file number for "AROPEN". Equal to 3.
D$	13	Variable for holding date. Also see "DISPLY".
E1	FP	End program flag.
E2	FP	End flag.
F$	10	File name ("TRANS").
F1	FP	Flag indicating routine to find invoice has been used for the present "AROPEN" key.
F2$	10	File name ("CUSMAS").
F3$	10	File name ("AROPEN").
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I9$	35	Work variable. Also see "INPUT".
K$	24	"CUSMAS" and "TRANS" Files variable for key.
K1$	10	Variable containing "TRX".
K2$	24	A/R Open Item file key.

Symbol	Size (bytes)	Description/Use
K3$	5	Variable for holding document number.
K4$	24	Variable for holding A/R Open Item file key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	74	Transaction file master record.
M1$	32	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
N1	FP	Number of tags on screen.
O%	FP	See "DISPLY" and "ISAM".
P	FP	Flag indicating fatal error routine is active.
R9$	1	See "INPUT".
T$	10	Variable to hold cash receipt amount.
T2$	10	Variable holding running total of cash receipt amount as it has apply to amounts subtracted.
T9$	13	Variable to hold screen tags.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG"..
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number for "TRANS".
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS".
D6	FP	Starting byte position of field in master record.
E2	FP	End flag.
F$	10	File name ("TRANS").
F2$	10	File name ("CUSMAS").
I	FP	Index used in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	AFP	See "INPUT".
I5	FP	See "POSITION".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable. See "INPUT".
J	FP	Index loop.
K	FP	Used as index in FOR loops.
K$	24	Transaction file key.
K1$	10	Variable containing "TRX".
K2$	24	Variable to save Transaction file key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M	FP	See "ISAM".
M%	FP	See "ISAM".
M$	74	Transaction file master record.
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2$	30	See "MESAGE".
M3$	10	Message from CSHEN1 ("C" or "D") indicating CHANGE or DELETE mode.
N	FP	See "INPUT".
N1	FP	Number of screen tags.
O%	FP	See "ISAM" and "DISPLY".
R9$	1	See "INPUT".
T9$	14	Holds tag names.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Counter of number of items for a customer.
B$	40	Variable containing blanks.
C%	FP	Logical file number for "TRANS".
C$	177	Customer file master record.
C2%	FP	Logical file number for "CUSMAS".
D$	13	See "PDISP".
D6	FP	Starting byte position of a field in master record.
E2	FP	End flag.
F$	10	File name ("TRANS").
F2$	10	File name ("CUSMAS").
H1$	127	See "PRINT".
H2$	130	See "PRINT".
H3$	1	See "PRINT".
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Maximum size of a field.
I5	FP	See "POSIT".
I6$	13	Work variable.
I9$	13	Work variable.
J	FP	Loop.
K$	24	Transaction file key.
K2$	10	Temporary key.
K3$	10	Temporary key.
L	FP	Length.
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	74	Transaction file master record.
M9$	1	Message from CSHEN1 ("E" or "J") telling whether to print an edit list or journal.
N	FP	See "INPUT".
N1$	10	Program to chain to.
O%	FP	See "ISAM" and "PDISP".
P	FP	Flag to indicate fatal error routine is active.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Total item counter.
P3$	45	Report title.
P4	FP	See "PRINT".
P5	FP	Starting position of field in print line.
P6	FP	Length of field in print line.
T1$	10	Total field.
T2$	10	Total field.
T3$	11	Total field.
T4$	10	Total field.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	42	A/R Open Item file master record.
B$	35	Variable containing blanks.
C%	FP	Logical file number for "TRANS".
C$	177	Customer master record.
C2%	FP	Logical file number for "AROPEN".
C3%	FP	Logical file number for "MONSUM".
C4%	FP	Logical file number for "CUSMAS".
E2	FP	End flag.
F$	10	File name ("TRANS").
F2$	10	File name ("AROPEN").
F3$	10	File name ("MONSUM").
F4$	10	File name ("CUSMAS").
I	FP	Loop.
I9$	13	Work variable.
J	FP	Loop.
K	FP	Loop.
K$	24	Transaction file and A/R Open Item file key.
K2$	14	Monthly Summary file key.
K3$	5	Temporarily holds file key.
K4$	10	Temporarily holds file key.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See Loop.
M%	FP	See "ISAM".
M$	74	Transaction file master record.
M1$	35	Monthly Summary file master record.
N1	FP	Limit on Loop.
O%	FP	See "ISAM".
P	FP	Flag to indicate fatal error routine is active.

Symbol	Size (bytes)	Description/Use
P2$	100	See "PRINT".
P3$	132	See "PRINT".
S	FP	Flag on error print.
T1$	10	Total field.
T2$	10	Total field.
T6$	13	Total field.

Symbol	Size (bytes)	Description/Use
A$	10	Variable for writing to "MESAGE, whether or not to include items past the aging date.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	10	Contains blanks.
D1$	10	Variable for writing cut-off date to "MESAGE".
I	FP	Index for loops.
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	5	See "INPUT".
I6$	35	See "INPUT"
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable.
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	30	See "MESAGE".
N	FP	See "INPUT".
N1$	10	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S2$	10	Starting customer number.
S3$	10	Ending customer number.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Age of document. Used for putting amounts into buckets.
A$	10	Variable to read whether or not to include items past the aging date from "MESAGE".
B$	35	Variable containing blanks.
C%	FP	Logical file number for "AROPEN". Equal to C.
C$	177	Customer file master record.
C1$	11	Work variable for calculating credit limit.
C2%	FP	Logical file number for "CUSMAS". Equal to 2.
C2	FP	Temporary work area.
C2$	11	Temporary work area for credit limit.
D$	36	See "PDISP".
D1$	10	Variable to read date from "MESAGE".
D2$	10	Work variable containing Document Number Date or date of Apply Document Number, depending on which is earlier and whether a credit or debit.
D6	FP	Character position of a field in Master record.
E2	FP	End flag.
F$	10	File name "AROPEN".
F2$	10	File name "CUSMAS".
H1$	117	See "PRINT".
H2$	105	See "PRINT".
H3$	1	See "PRINT".
I1	FP	Position of decimal point in number.
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	13	See "INPUT".
I7	FP	See "INPUT".
I9$	13	Work variable. Also see "PDISP".
J	FP	Index for loops, POS.
K	FP	Index for loops.

Symbol	Size (bytes)	Description/Use
K$	24	"AROPEN" key.
K1$	24	Hold field for "AROPEN" key.
K2$	10	Hold field for "CUSMAS" key.
L	FP	Length.
L1%	FP	See "ISAM".
L1$	22	See "PRINT".
L2%	FP	See "ISAM".
L2$	119	See "PRINT".
L3$	121	See "PRINT".
L4$	130	See "PRINT".
L5$	123	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
M1$	30	Variable to hold reference field for second print line.
M7$	11	Work area for string arithmetic.
N	FP	See "PDISP".
O%	FP	See "PDISPL" and "ISAM".
P	FP	Flag indicating fatal error routine is active.
P1	FP	Starting position of report title.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	76	Report title.
P4	FP	See "PRINT".
P4$	106	Second print line.
P5	FP	See "PDISP".
P6	FP	See "PDISP".
Q$	1	Flag.

Symbol	Size (bytes)	Description/Use
S2$	10	Starting customer number.
S3$	10	Ending customer number.
S5	FP	Flag.
T$	11	Running total for all age buckets by customer.
T1$	11	Running total by customer number for current age bucket.
T2$	11	Running total by customer for 30-60 day age bucket.
T3$	11	Running total by customer for 60-90 day age bucket.
T4$	11	Running total by customer for age bucket over 90 days.
T5$	11	String arithmetic work area.
T6$	11	Grand total for current aging bucket.
T7$	11	Grand total for 30-60 day aging bucket.
T8$	11	Grand total for 60-90 day aging bucket.
T9$	11	Grand total for aging bucket over 90 days.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X$	11	String arithmetic work area.
Z$	2	String arithmetic work area.
Z1%	FP	See "PRINT".
Z1$	2	String arithmetic work area.
Z2$	2	String arithmetic work area.
Z3$	2	String arithmetic work area.
Z4$	2	String arithmetic work area.
Z5$	2	String arithmetic work area.

Symbol	Size (bytes)	Description/Use
A	FP	Variable to hold age for putting amounts in buckets.
A$	10	Variable from "MESAGE" file to tell whether or not to include items past the aging date.
B$	35	Variable containing blanks.
C%	FP	Logical file number for "AROPEN".
C$	177	Customer file master record.
C1$	11	Work variable to hold credit limit.
C2	FP	Work variable to hold credit limit.
C2%	FP	Logical file number for "CUSMAS".
C2$	FP	Credit limit.
D$	36	See "PDISP".
D1$	10	Variable to hold cut-off date read from "MESAGE".
D2$	10	Work variable containing Document Number Date or date of Apply Document Number, depending on which is earlier and whether it is a debit or credit.
E2	FP	End flag.
F$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
H1$	127	See "PRINT".
H2$	127	See "PRINT".
H3$	1	See "PRINT".
I	FP	Position of decimal point in number.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	13	See"PDISP".
I9$	13	Work variable. Also see "PDISP".
J	FP	Index for loop.
K	FP	Index for loop.
K$	24	"AROPEN" and "CUSMAS" keys.

Symbol	Size (bytes)	Description/Use
K1$	24	Temporary hold field for "AROPEN" key.
K2$	10	Hold field for customer number.
L	FP	Length.
L1%	FP	See "ISAM".
L1$	22	See "PRINT".
L2%	FP	See "ISAM".
L2$	72	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
M7$	11	String arithmetic work variable.
N	FP	See "PDISP".
O%	FP	See "PDISP" and "ISAM".
P	FP	Flag indicating fatal error routine is active.
P1	FP	Starting column of title on print line.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	92	Variable to hold report title.
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
S2$	10	Starting customer number.
S3$	10	Ending customer number.
T$	11	Running total of all age buckets by customer.
T1$	11	Running total by customer number for current age bucket.

Symbol	Size (bytes)	Description/Use
T2$	11	Running total by customer number for 30-60 day aging bucket.
T3$	11	Running total by customer for 60-90 day aging bucket.
T4$	11	Running total by customer number for 90 days and over.
T5$	11	String arithmetic work variable.
T6$	11	Grand total for current aging bucket.
T7$	11	Grand total for aging bucket 30-60 days old.
T8$	11	Grand total for aging bucket 60-90 days old.
T9$	11	Grand total for aging bucket 90 days and over.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X$	11	String arithmetic work variable.
Z$	2	String arithmetic work variable.
Z1%	2	See "PRINT".
Z1$	2	String arithmetic work variable.
Z2$	2	String arithmetic work variable.
Z3$	2	String arithmetic work variable.
Z4$	2	String arithmetic work variable.
Z5$	2	String arithmetic work variable.

SYMBOL TABLE

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A / R

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Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C%	FP	Logical file number for "AROPEN".
E2	FP	See "ISAM".
F$	10	File name ("AROPEN").
I1	FP	Row to display data.
I2	FP	Column to display data.
I3	FP	Maximum size of field to be displayed.
I5	FP	See "POSIT".
I9$	13	Work variable.
K$	24	A/R Open Item file key.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
O%	FP	See "ISAM".
T1$	13	Variable which holds total.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A1$	10	Apply to number.
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number ("AROPEN").
E2	FP	End flag.
F4	10	File name "AROPEN".
I	FP	Index for loop.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSITION".
I5$	5	See "INPUT".
I6$	30	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	30	See "INPUT".
I9$	30	See "INPUT".
K$	24	A/R Open Item file key.
K1$	24	Variable to save A/R Open Item file key.
K2$	24	Work variable.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	42	Work variable.
N	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
O%	FP	See "ISAM".
P	FP	Flag indicating fatal error routine is active.
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Age of a document.
A$	42	A/R Open Item file master record.
A1	FP	See "ANYCHG".
A1$	40	Emulated array (4 x 10) for aging buckets.
A2	FP	See "ANYCHG".
A2$	40	Work variable array for aging buckets.
A3$	6	Date.
B$	35	Variable containing blanks.
C%	FP	Logical file number for "AROPEN".
C$	10	Used to total all credits for a customer.
C1$	10	Saves credit total when aging into buckets.
C2%	FP	Logical file number for "CUSMAS".
D6	FP	3-element array holding parts of date (YY,MM,DD).
D$	12	See "DISPLY".
D1$	10	Date used for aging.
E1	FP	End program flag.
E2	FP	End flag.
F$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
I	FP	Used in FOR loops as index, and as array subscript.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".

Symbol	Size (bytes)	Description/Use
I9$	35	Work variable. See "INPUT".
J	FP	POS
K	FP	Used in FOR loops.
K$	24	A/R Open Item file key.
K1$	24	Save variable for A/R Open Item file key.
K2$	10	Saves customer file key.
K3$	10	Date portion of A/R Open file key.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	177	Customer file master record.
M1$	30	See "MESAGE".
M2$	30	See "MESAGE".
M7$	13	String arithmetic work area.
N	FP	Used as string subscript.
O%	FP	See "ISAM".
P6	FP	Length of Dollar fields displayed. See modified "DISPLY" subroutine.
R9$	1	See "INPUT".
S$	1600	Emulated array to hold a row of screen data. The actual size is 20 x 80, holds 20 rows of data.
T$	10	String variable to hold customer total.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z$	2	See "WAIT".
Z1$	2	Date work area.
Z2$	2	Date work area.
Z3$	2	Date work area.
Z4$	2	Date work area.
Z5$	2	Date work area.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "INPUT".
A2	FP	See "ANYCHG".
B$	30	Variable containing X's.
C$	79	Variable containing X's. Originally master record in another print subroutine.
I	FP	Index for loops.
I$	250	Emulated array (5 x 50) to contain customer name and address information.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5$	5	See "POSIT".
I6$	30	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	30	See "INPUT".
L	FP	See "INPUT".
M	FP	Switch for determining if 1st detail line has been printed.
M1$	25	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM" and "PDISP".
P2	FP	See "PRINT".
P2$	110	Print line.
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
X$	25	Variable containing X's.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Age of a document. Use for putting amounts into buckets.
A$	10	Variable to determine whether to include items past the aging date.
B$	35	Variable containing blanks.
C%	FP	Logical file number for A/R Open Item file.
C$	177	Customer file master record.
C1$	13	Temporarily holds totals.
C2%	FP	Logical file number for "CUSMAS".
C5$	5	Variable to determine whether statement is to be printed for this customer.
D$	13	See "PDISP".
D1$	6	Variable for reading cut-off date from "MESAGE".
D2$	10	Variable for document number date or Apply-to Date, depending on which is earlier and whether a credit or debit.
D6	FP	Starting character position in master record.
E2	FP	End flag.
F$	6	File name ("AROPEN").
F2$	6	File name ("CUSMAS").
I	FP	Index for loop. Also position of decimal point in number and index for row position of array.
I$	250	Emulated array (5 x 50) to contain name and address information.
I1	FP	See "POSIT".
I1$	13	Hold field for total of AMT-1 and AMT-2.
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "POSIT".
I6$	30	See "INPUT" and "PDISP".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	30	See "INPUT" and "PDISP". Also work variable.
J	FP	See "PDISP".
K	FP	Used for Index loop.

Symbol	Size (bytes)	Description/Use
K$	24	"AROPEN" key.
K1$	24	Hold field for "AROPEN" key.
K2$	24	Variable for holding customer number.
K5$	5	"CUSMAS" key.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Used for Index loop.
M%	FP	See "ISAM".
M$	42	A/R Open Item file master record.
M1$	35	See "MESAGE".
M2$	11	See "MESAGE".
M7$	13	Used in string arithmetic.
N	FP	See "PDISP".
O%	FP	See "ISAM" and "PDISP".
P2	FP	See "PRINT".
P2$	110	See "PRINT".
P3$	110	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R$	10	Variable to determine whether to print remit advice.
R9$	1	See "INPUT".
S$	60	Variable to read from "MESAGE" statement comments.
S2$	5	Starting customer number.
S3$	5	Ending customer number.
S9$	1	Variable to determine if specific statements are to be printed or "ALL".
T$	13	Total for balance forward customer for credits.
T1$	13	Running total of current age bucket.
T2$	13	Running total of 30-60 day age bucket.
T3$	13	Running total of 60-90 day age bucket.
T4$	13	Running total over 90 days age bucket.
T9$	13	Running total of AMT-1 + AMT-2.
V$	5	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".

Symbol	Size (bytes)	Description/Use
W3$	10	See "WAIT".
X$	25	See "WAIT".
Z$	2	Variable to hold date elements.
Z1$	2	Variables to hold date elements.
Z2$	2	Variables to hold date elements.
Z3$	2	Variables to hold date elements.
Z4$	2	Variables to hold date elements.
Z5$	2	Variables to hold date elements.

Symbol	Size (bytes)	Description/Use
A$	42	A/R Open Item file master record.
A1	FP	See "ANYCHG".
A1$	10	Variable to save apply-to-number.
A2	FP	See "ANYCHG".
A2$	10	Temporary work variable.
A3$	10	Temporary work variable..
B$	35	Variable containing blanks.
C%	FP	Logical file number for A/R Open Item file.
C$	13	Credit total.
D$	13	Debit total.
D1$	13	Holds date.
E2	FP	End flag.
F$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
H	FP	Holds position of "." in M7$.
I	FP	Used as string subscript.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Used as string subscript.
K	FP	Index used in FOR loops.
K$	24	A/R Open Item file key.

Symbol	Size (bytes)	Description/Use
K1$	24	Variable to save A/R Open Item file key.
K2$	10	Customer file key.
K3$	24	Variable to save A/R Open Item file key.
L	FP	Length of field.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	177	Customer master record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M7$	13	Holds total of C$ and D$.
N	FP	See "INPUT".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
T$	1600	Emulated string array (actually 100 x 16). First 6 bytes is apply-to-number, next 10 bytes is balance for that apply-to-number.
T1$	20	String arithmetic work area.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C%	FP	Logical file number for "MONSUM". Equal to 1.
D$	30	See "PDISP".
D6	FP	Byte position of field in master record.
E2	FP	End flag.
F$	10	"MONSUM" file name.
H1$	83	See "PRINT".
H2$	84	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index FOR loop. Also row index for totals and document type arrays.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	30	See "INPUT".
I7	FP	See "INPUT".
I7$	14	Combined total for all fields.
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PDISP".
K	FP	Index for loop. Also for indexing rows in emulated array.
K$	14	Monthly Sales Summary file key.
L	FP	See "PDISP" and "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
L1$	77	See "PRINT".
L2$	1	See "PRINT".
L3$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	Ending position in each row for field. Also see "INPUT" and "PDISP".
M%	FP	See "ISAM".
M$	35	Monthly Sales Summary file master record.
M1$	21	See "MESAGE".
M2$	11	See "MESAGE".
M7$	13	String arithmetic work area.
N	FP	Starting position in each row for fields. Also see "INPUT" and "PDISP".
N1$	10	Program to chain to.
O%	FP	See "PDISP" and "ISAM".
P	FP	Flag indicating fatal error routine is active.
P1	FP	Starting position of report title.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	41	Report title.
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
P9	FP	Position of decimal point in M7$.
R9$	1	See "INPUT".
T$	240	Combined grand total for all fields for AR Cash document types for monthly sales.
T1$	32	Emulated array (4 x 8) to contain document type tags.
T2$	11	Work variable to accumulate monthly sales totals.
W1	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C%	FP	Logical file number for "MONSUM".
D6	FP	Byte position of field in master record.
D$	30	See "PDISP".
E2	FP	End flag.
F$	10	File name "MONSUM".
H1$	69	See "PRINT".
H2$	66	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index for loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5$	5	See "POSIT".
I6$	30	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	30	See "INPUT".
I9$	30	See "INPUT" and "PDISP". Also work variable.
J	FP	See "PDISP".
K	FP	Index for loop.
K$	14	Monthly Cash Summary file key.
L	FP	See "INPUT" and "PDISP".
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	35	Monthly Cash Summary file key.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M7$	13	Work area for string arithmetic.
N	FP	See "INPUT" and "PDISP".
N1$	10	Program to chain to.
O%	FP	See "PDISP" and "ISAM".
P	FP	Flag indicating fatal error routine is active.
P1	FP	Starting column of report title.
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	57	Report title.
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R9$	1	See "INPUT".
S3$	48	Hold field for non-AR Cash Heading.
S4$	50	Hold field for non-AR Cash Heading-2.
T$	11	Combined total for all fields for AR Cash.
T1$	11	Grand total for all fields for AR Cash.
T2$	11	String arithmetic work area.
T3$	10	Detail combined total for AR Cash.
T4$	11	Grand totals for non AR Cash.
T9$	11	See "WAIT".

Symbol	Size (bytes)	Description/Use
W1	FP	See "WAIT".
W2$	36	See "PRINT".
Z1%	FP	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Age of a document.
A$	42	A/R Open Item file master record.
A1	FP	See "ANYCHG".
A1$	13	Debit total past due.
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	177	Customer master record.
C1%	FP	Logical file number for "AROPEN".
C1$	74	Credit total.
C2%	FP	Logical file number for "CUSMAS".
C2$	13	"AROPEN" Master record.
C3%	FP	Logical file number for "MONSUM".
D	FP	Number of days before cut-off date before which items become past due.
D$	13	Variable used in modified display routine to hold the edited result.
D1$	10	Cut-off date.
D2$	10	Date to age a document by.
D6	FP	Position of field in master record.
E$	5	Contains "100".
E1	FP	End program flag.
E1$	4	Contains ".005".
E2	FP	End flag.
F$	12	Finance Charge file record.
F1$	10	File name ("AROPEN").
F2$	10	File name ("CUSMAS").
F3$	10	File name ("MONSUM").
F9$	10	Temporary work area for finance charge.
H1$	68	See "PRINT".
H2$	68	See "PRINT".
H3$	1	See "PRINT".

Symbol	Size (bytes)	Description/Use
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work variable. See "INPUT".
J	FP	See "PDISP".
K$	24	Key for "AROPEN" file.
K1$	24	Variable to save A/R Open Item file key.
K2$	10	Key for "CUSMAS" file.
L	FP	Length.
L1%	FP	See "ISAM".
L1$	111	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	30	See "PDISP".
M1$	30	See "MESAGE".
M2$	10	See "MESAGE".

Symbol	Size (bytes)	Description/Use
M7$	13	String arithmetic work area.
N	FP	See "INPUT".
O%	FP	See "ISAM".
P$	10	Percentage rate.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	41	Report title.
P4	FP	See "PRINT".
P5	FP	Starting position of field in print line.
P6	FP	Length of field in print line.
R9$	1	See "INPUT".
T1$	13	Total field.
T2$	13	Total field.
W2$	49	Variable to hold "WAIT" message.
Z$	2	Work area for date element.
Z1%	FP	See "PRINT".
Z1$	2	Work area for date element.
Z2$	2	Work area for date element.
Z3$	2	Work area for date element.
Z4$	2	Work area for date element.
Z5$	2	Work area for date element.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	String containing blanks.
C1%	FP	Logical file unit for "COMDUE" file.
C1$	14	"COMDUE" Master record.
C2%	FP	Logical file number for "SLSMAN" file.
C2$	30	"SLSMAN" Master record.
D$	30	See "PDISP".
D1$	10	Holds date.
D6	FP	See "PDISP".
E2	FP	Error return code.
F1$	10	File name "COMDUE".
F2$	10	File name "SLSMAN".
H1$	71	See "PRINT".
H2$	68	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index for loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	30	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	30	See "INPUT".
I9$	30	See "INPUT".
J	FP	Holds POS, See "PDISP".

Symbol	Size (bytes)	Description/Use
K1$	13	"COMDUE" file key.
K2$	10	"SLSMAN" file key.
K5$	10	Temporary "COMDUE" key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	33	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "PDISP".
M%	FP	See "ISAM".
M$	30	Work Variable.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M7$	13	String arithmetic work variable.
N	FP	See "INPUT".
O%	FP	See "ISAM".
P	FP	See "PRINT".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	44	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
R9$	1	See "INPUT".
T1$	10	Customer total.
T2$	10	Salesmans total.
T3$	10	Grand total.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Contains blanks.
C%	FP	Logical file number for "CUSMAS".
E2	FP	End flag.
F$	10	File name "CUSMAS".
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	10	See "INPUT".
I6$	10	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	10	See "INPUT".
K$	5	Key for "CUSMAS" file.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	177	Customer file master record.
M1$	25	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Contains blanks.
C%	FP	Logical file number for "CUSMAS".
E2	FP	End flag.
F$	10	File name ("CUSMAS").
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	10	See "INPUT".
I6$	10	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	10	See "INPUT".
K$	5	Customer file key.
M1$	25	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A$	42	Master record for "AROPEN".
B$	10	Contains blanks.
C$	177	Master record for "CUSMAS".
C1%	FP	Logical file number for "AROPEN".
C2%	FP	Logical file number for "CUSMAS".
E2	FP	End flag.
F1$	10	File name "AROPEN".
F2$	10	File name "CUSMAS".
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
J	FP	Contains positon of decimal point.
K1$	24	Key for "CUSMAS".
K2$	24	Key for "AROPEN".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
T$	11	Contains total.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A1	FP (12)	Contains counts.
A2	FP (8)	Work variable for growth calculation.
B1	FP (5)	Work variable for growth calculation.
B2	FP	Work variable.
B$	50	Contains blanks.
C	FP	Customer count.
D1	FP (12)	Contains blocks required for data.
D9	FP	Rounded - blocks required.
E	FP	Error flag.
E9	FP	ERR code.
F$	72	Array of file names.
F1$	6	File name.
F1	FP (12)	Contains blocks required for keys.
F2	FP (12)	Work variable.
F3	FP	Beginning POS of file name and work area.
F4	FP	Ending POS of file name.
F9	FP	Work variable.
G	FP	Growth percentage.
I	FP	Index for loops.
I1	FP	Column.
I2	FP	Row.
I6	FP	% of block required by key, also Numeric value of input counts.
I6$	7	Input item.
I7	FP	5 of block required by data.
I8$	50	Contains dots.
J	FP	Index for loops.
K	FP (12)	Key size.
L	FP	Length of fields.
L2	FP	Used in centering company name.
M1	FP	Type of activity from menu.

Symbol	Size (bytes)	Description/Use
M1$	4	Input area for menu questions.
M9$	37	Contains correction question.
N$	250	Company name data and submenu.
N2$	50	company name input line and submenu.
O	FP	Open item count.
Q	FP	Index for loop.
R	FP (12)	Record size.
S	FP	Salesmen count.
S1	FP (5)	Number of sides required.
T	FP	Transaction count.
Y$	1	Input "Y" or "N".

SYMBOL TABLE

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PDISP
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Symbol	Size (bytes)	Description/Use
D$	13	Variable in which edited result is put.
D6	FP	Starting position of field in master record.
I3	FP	Length of field in master record.
I6$	36	Temporary work variable.
I9$	35	Work variable.
J	FP	Position of blank in I9$.
L	FP	Length of field.
N	FP	Flag indicating a negative field is being edited.
P5	FP	Starting position of field in print line.
P6	FP	Length of print field.
M$	Varies	Master record corrently being formatted for print.
O%	I	Option for type of field. 1 dollar field, 2 numeric field.
P2$	132	Print line.

SYMBOL TABLE

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INPUT
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Symbol	Size (bytes)	Description/Use
B$	35	String containing blanks.
I1	FP	Row on which data will be input.
I2	FP	Column on which data will be input.
I3	FP	Maximum size of field.
I4	FP	Minimum size of field.
I5	FP	See "POSITION".
I5$	2	Type of field - "A" = Alphanumeric, "#" = Numeric, "N" = Numeric without default to 0, "YN" = Yes/No field that defaults to "N", "YY" = Yes/No field that defaults to "Y", "?E" = field that accepts "END", "$" = Dollar field, "?-" = field accepts minus sign.
I6$	36	String into which data is input.
I7	FP	Return code - normally 17 = 1 means abort ("ESC" typed), 17 = 2 means "END" typed. In a "Y?" field 17 = 1 means "Y" and 17 = 2 means "N".
I8$	35	String containing all dots.
I9$	35	Work string variable used for editing. Also used outside "INPUT" for temporary variable and string arithmetic.
L	FP	Length of data input.
M	FP	Flag indicating "-" entered in numeric field.
M1$	30	See "MESAGE".
N	FP	Number of digits (counting "-") in numeric field.
O%	FP	See "DISPLY".
R9$	1	Character for "RESTART" (Code/Cancel).
I	FP	Temporary work field (Pos & for next loops).

Symbol	Size (bytes)	Description/Use
I1	FP	See "INPUT".
I5	FP	See "POSITION".
I7$	1	Accepts carriage return after error message printed on screen.
L	FP	Used temporarily to preserve column.
M1$	30	String variable to hold messages.
M2$	11	String variable that holds "TYPE RETURN".
N	FP	Used temporarily to preserve current row.
Z7	FP	Column for "TYPE RETURN" to appear on screen.
Z8	FP	Contains last row used for cursor positioning.
Z9	FP	Contains last row used for error message.

Symbol	Size (bytes)	Description/Use
W1	FP	Wait option - W1 = 1 is clear the screen and print "PROCESSING OCCURRING...PLEASE WAIT". W1 = 2 is "PRINTING OCCURRING...PLEASE WAIT", W1 = 3 is the same as option 1 but clear from 2nd line, W1 = 4 is print "PLEASE WAIT ..." on the bottom line.
W2$	36	Holds part of a "WAIT" message.
W3$	10	Holds part of a "WAIT" message. ("PROCESSING").

Symbol	Size (bytes)	Description/Use
I1	FP	Row to position to.
I2	FP	column to position to.
I5	FP	Option - 15 = 0 is position only, 15 = 1 is clear to the end of screen after positioning, 15 = 2 is clear to the end of line after positioning.

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
H1$	Varies	Heading line #1.
H2$	Varies	Heading line #2.
H3$	Varies	Heading line #3.
H4$	Varies	Heading line #4.
J	FP	Index in FOR loop.
L1$	Varies	Legend line #1.
L2$	Varies	Legend line #2.
L3$	Varies	Legend line #3.
L4$	Varies	Legend line #4.
L5$	Varies	Legend line #5.
L6	FP	Flag for extra line feeds.
L7	FP	Flag for extra line feeds.
L8	FP	Flag for extra line feeds.
P1	FP	Starting column of report title.
P1$	132	Top line of report.
P2	FP	Line counter.
P2$	132	Detail print line, also, print line where date to be printed is loaded.
P3$	Varies	The report title.
P4	FP	Page counter.
Z1%	I	Flag for 1st time legend print.

Symbol	Size (bytes)	Description/Use
E1	DP	End program flag.
I1	FP	See "POSIT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
M1	FP	Selection code - M1 = 1 is ADD mode, M1 = 2 is CHANGE/INQUIRE mode, M1 = 3 is DELETE mode, M1 = 4 is PRINT mode, M1 = 5 is an alpha list for a master maintenance module and posting option for a transaction entry module.
M3$	FP	Contains description of file maintenance item, i.e. "CUSTOMER", "SALESMAN", etc.
M4$	24	Holds mode to be displayed at top of screen. ("Add CHANGE, INQUIRE, DELETE").
M5$	FP	Title of application to display at top of screen.
S2$	FP	Contains "WAIT" message for chaining to print module.
W2$	FP	See "WAIT".
W3$	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
A1	FP	Option and Return code - incoming A1 = 2 means skip the "WHAT # ?" logic, outgoing A1 = 0 means "N" typed to "ANYCHG ?", A1 = 1 means "Y" typed.
A2	FP	Number of field to be changed.
I2	FP	See "POSITION".
I6$	Varies	Holds the number input after "WHAT ?" question.
I7	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
B$	35	Contains blanks.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
K1$	FP	Name of field to be entered.
L	FP	See "INPUT".
S1	FP	As incoming code, S1 = 0 is Alphanumeric fields, S1 = 1 is Numeric fields. As return code S1 = 0 is normal return, S1 = 1 means "END" typed.
S2$	Varies	Starting number.
S3$	10	Ending number.

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSITION".
I9$	35	Used temporarily for editing.
O%	FP	Option - 0 = 1 is Edit Date field, 0 = 2 is Edit and Print a Dollar field, 0 = 3 is Edit a number field.
Z9	FP	Numeric variable of field to be edited.

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ISAM
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Symbol	Size (bytes)	Description/Use
C%	I	Logical file number.
E	FP	Contains ERR.
E2	FP	Return error code.
F$	Max 10	File name
K$	Max 24	Key area.
L1%	I	Disk unit "ISAM" data file.
L2%	I	Disk unit "ISAM" index file.
M%	I	Mode for open and close.
M$	Max 255	Data area.
O%	I	Option : See below.

OPTIONS:

1. Add a record.
2. Read a record.
3. Re-write a record.
4. Delete a record.
5. Read next sequential record.
6. Close "ISAM" file pair.
7. Read 1st record in file.
8. Open "ISAM" file pair.

Symbol	Size (bytes)	Description/Use
A$	124	Master record "TIMTR1".
A1$	144	Master record "TIMT1A".
A3$	204	Master record "TIMTR2".
A4$	102	Master record "TIMT2A".
B$	18	Variable containing blanks.
C$	36	Control file record.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "TIMTR2".
C4%	FP	Logical file number "TIMT2A".
C5%	FP	Logical file number "PAYDIS".
C6%	FP	Logical file number "DEDERN".
D$	15	Master record "DEDERN".
D1$	6	Work variable.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMTR2".
F4$	6	File name "TIMT2A".
F5$	6	File name "PAYDIS".
F6$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I9$	11	Work variable.
K1$	5	Key for "TIMTR1", "TIMT1A".
K2$	5	Key for "TIMTR2", "TIMT2A".
K3$	14	Key for "PAYDIS".
K4$	5	Key for "DEDERN".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
P$	18	Master record "PAYDIS".
T$	268	Work variable.
T2$	306	Work variable.
V$	6	Work variable.
V1$	5	Work variable.
V2$	2	Work variable.
V3$	4	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

SECTION 6
FILE DEFINITIONS

SECTION VI

FILE DEFINITIONS

CONTENTS

FDAR1 - Customer Master File 1
FDAR2 - Salesman Master File 3
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FDAR5 - Commissions Due File 6
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FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

CUSMAS
(Customer Master File)
FDARI

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 177 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Customer Number	5	A*	1-5	
D	Name	25	A	1-25	
D	Address Line #1	25	A	26-50	
D	Address Line #2	25	A	51-75	
D	City	15	A	76-90	
D	State	2	A	91-92	POST OFFICE CODE
D	Zip Code	7	A	93-99	
D	Phone Number	12	A	100-111	XXX-XXX-XXXX
D	Salesman Number	2	D*	112-113	
D	Customer Type	3	A	114-116	(USER DEFINED)
D	Account Balance Method		A	117-117	B=BAL. FORWARD O=OPEN
D	Statement Flag		YN*	118-118	Y=GETS STATEMENT N=DOES NOT GET STATEMENT
D	Credit Limit	6	D	119-124	$XXX,XXX
D	Account Balance	9	D	125-133	$XXX,XXX,XX-
D	Separate Ship-To Flag		YN	134-134	Y=YES, N=NONE
D	Ship VIA	1	D	135-135	(USER LIST)
D	Collect/Prepaid Flag	1	A	136-136	BLANK=NO DEFAULT C=COLLECT P=PREPAID

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Terms	1	D	137-137	(USER LIST)
D	Discount Percentage	2	D	138-139	XX%
D	Tax Percentage	2	D	140-141	XX%
D	Sales Month-To-Date	9	D	142-150	$XXX,XXX.XX
D	Sales Year-To-Date	9	D	151-159	$XXX,XXX.XX
D	Cost Month-To-Date	9	D	160-168	$XXX,XXX.XX
D	Cost Year-To-Date	9	D	169-177	$XXX,XXX.XX

* A = Alphanumeric
D = Decimal
YN = Yes/No
S = Special

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

SLSMAN
(Salesman Master File)
FDAR2
Page 1 of 1

File Type: ISAM
Key Size (bytes): 2 Data Record Size: 30 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Salesman Number	2	D	1-2	
D	Salesman Name	30	A	1-30	

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

AROPEN
(A/R Open Item File)
FDAR3
Page 1 of 1

File Type: ISAM
Key Size (bytes): 24 Data Record Size: 42 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Customer Number	5	A	1-5	
K	Document Date	6	D	6-11	YYMMDD
K	Document Number	6	D	12-17	
K	Document Type	1	S	18-18	*
K	Apply-To-Document-Number	6	D	19-24	**
D	Amount-1	9	D	1-9	***
D	Amount-2	8	D	10-17	***
D	Reference	25	A	18-42	

* DOCUMENT TYPES: I = Invoice (sale) D = DR Memo
P = Payment (cash receipt) F = Finance Charge
C = Memo B = Balance Forward

** For Open Item customers on Document Types I & F this number is usually the same as DOC #. On types P, D & D it is the original invoice number to which the payment or credit/debit memo applies. For balance forward customers, this number is always -1 (including type B).

*** On document types I, C & D "Amount-1" is sale amount.
On type P "Amount-1" is the cash receipt amount.
On type F "Amount-1" is the finance charge amount.
On type B "Amount-1" is the balance forward amount.
On document types I, C & D "Amount-2" is other charges.
On type P "Amount-2" is discounted allowed.
(No "Amount-2" on types F & B.)

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

TRANS
(Sales & Cash Receipts-Transaction File)
FDAR4
Page 1 of 1

File Type: ISAM
Key Size (bytes): 24 Data Record Size: 74 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Customer Number	5	A	1-5	
K	Document Date	6	D	6-11	YYMMDD
K	Document Number	6	D	12-17	
K	Document Type	1	A	18-18	*
K	Apply-To-Document Number	6	D	19-24	**
	SALES DATA RECORD				
D	TRX Reference	25	A	1-25	
D	Sale Amount	9	D	26-34	$XXX,XXX.XX-
D	Miscellaneous Amount	7	D	35-41	$X,XXX.XX-
D	Tax Amount	8	D	42-49	$XX,XXX.XX-
D	Freight Amount	7	D	50-56	$X,XXX.XX-
D	Cost Amount	9	D	57-65	$XXX,XXX.XX-
D	Salesman Number	2	D	66-67	
D	Commission Amount	7	D	68-74	$X,XXX.XX-
	CASH RECEIPTS DATA RECORD				
D	Amount Paid	8	D	1-8	$XXX,XXX.XX
D	Discount Allowed	7	D	9-15	$XXX,XXX.XX
D	G/L Distribution Acct. #	7	D	42-48	XXXX-XX
D	Filler			49-74	

* I = Invoice, P = Payment, C = CR Memo, D = DR Memo, F = Fin. Chg.

** For Open Item customer types I & F are the same as the document number. For Open customer type P, C & D, it is the original invoice number which the payment or credit/debit memo applies. For balance forward customers, their number is always -1.

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

COMDUE
(Commission Due File)
FDAR5
Page 1 of 1

File Type: ISAM
Key Size (bytes): 13 Data Record Size: 14 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Salesman Number	2	D	1-2	
K	Customer Number	5	A	3-7	
K	Invoice Number	6	D	8-13	
D	Invoice Date	6	D	1-6	YYMMDD
D	Commission Amount	8	D	7-14	$XX,XXX.XX-

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

MONSUM
(Monthly Summary File)
FDAR6

File Type: ISAM
Key Size (bytes): 14 Data Record Size: 35 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
	SALES				
K	Posting Date	6	D	1-6	YYMMDD
K	TRX Type	1	A	7-7	*
K	Filler			8-14	
D	Sale Amount	10	D	1-10	$X,XXX,XXX.XX-
D	Miscellaneous Charges	8	D	11-18	$XX,XXX.XX-
D	Sales Tax	9	D	19-27	$XXX,XXX.XX-
D	Freight Amount	8	D	28-35	$XXX,XXX.XX-
	CASH RECEIPTS				
K	Posting Date	6	D	1-6	YYMMDD
K	TRX Type	1	A	7-7	"P" = Payment
K	G/L Account Number	7	D	8-14	XXXX-XXX
D	Amount Received	10	D	1-10	$X,XXX,XXX.XX-
D	Discount Allowed	9	D	11-19	$XXX,XXX.XX-
	Filler			20-35	

* I = Invoice, C = CR Memo, D = DR Memo, F = Fin. Chg.

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date: 07/31/79

FCHARG
(Finance Charge File)
FDAR7
Page 1 of 1

File Type: SEQUENTIAL
Key Size (bytes): N/A Data Record Size: 12 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Customer Number	5	A	1-5	
D	Finance Charge Amount	7	D	6-11	$XXX.XX-
D	Bal Fwd/Open Item Cust	1	A	12-12	

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

TEMP
(Temp. Index File To Print Alphabetical Cust. List)
FDAR8
Page 1 of 1

File Type: ISAM
Key Size (bytes): 18 Data Record Size: 5 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	1st 18 Characters of Customer Name	18	A	1-18	
D	Customer Number	5	A	1-5	

FILE DEFINITION

A / R

D-BASIC
Release: 001
Date 12/15/78

CONAME
(Company Name and Address File)
FDAR9
Page 1 of 1

File Type: SEQUENTIAL
Key Size (bytes): N/A Data Record Size: 50 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Company Name	50	A	1-50	
D	Address Line #1	50	A	1-50	
D	Address Line #2	50	A	1-50	
D	Address Line #3	50	A	1-50	
D	Address Line #4	50	A	1-50	

* These are actually five 50 character records rather than a definition of one record. They are edited into the file by the user at installation time.

NOTES:

Used in print programs to get the company name to insert in the title, and to print company name and address on statement.

All data should be entered in the 50 character line as you wish it to appear when printed.

SECTION 7
VIDEO DISPLAYS

SECTION VII

VIDEO DISPLAY FORMATS

PAYROLL

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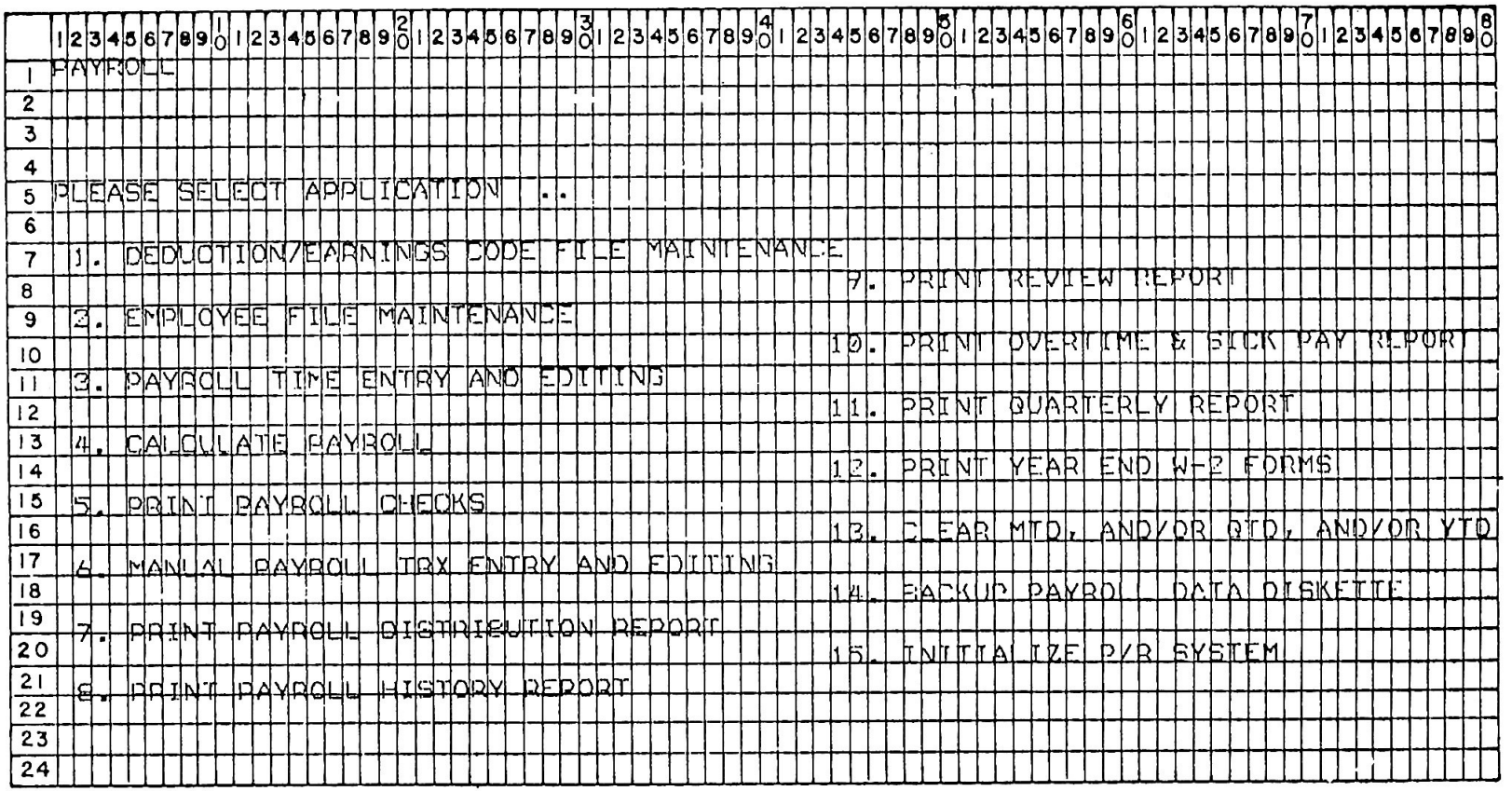
VIDEO DISPLAY UNIT FORMAT

PAYROLL

Payroll Menu

D-BASIC
Release: 001
Date: 2/1/79

Display Screen 80 X 24



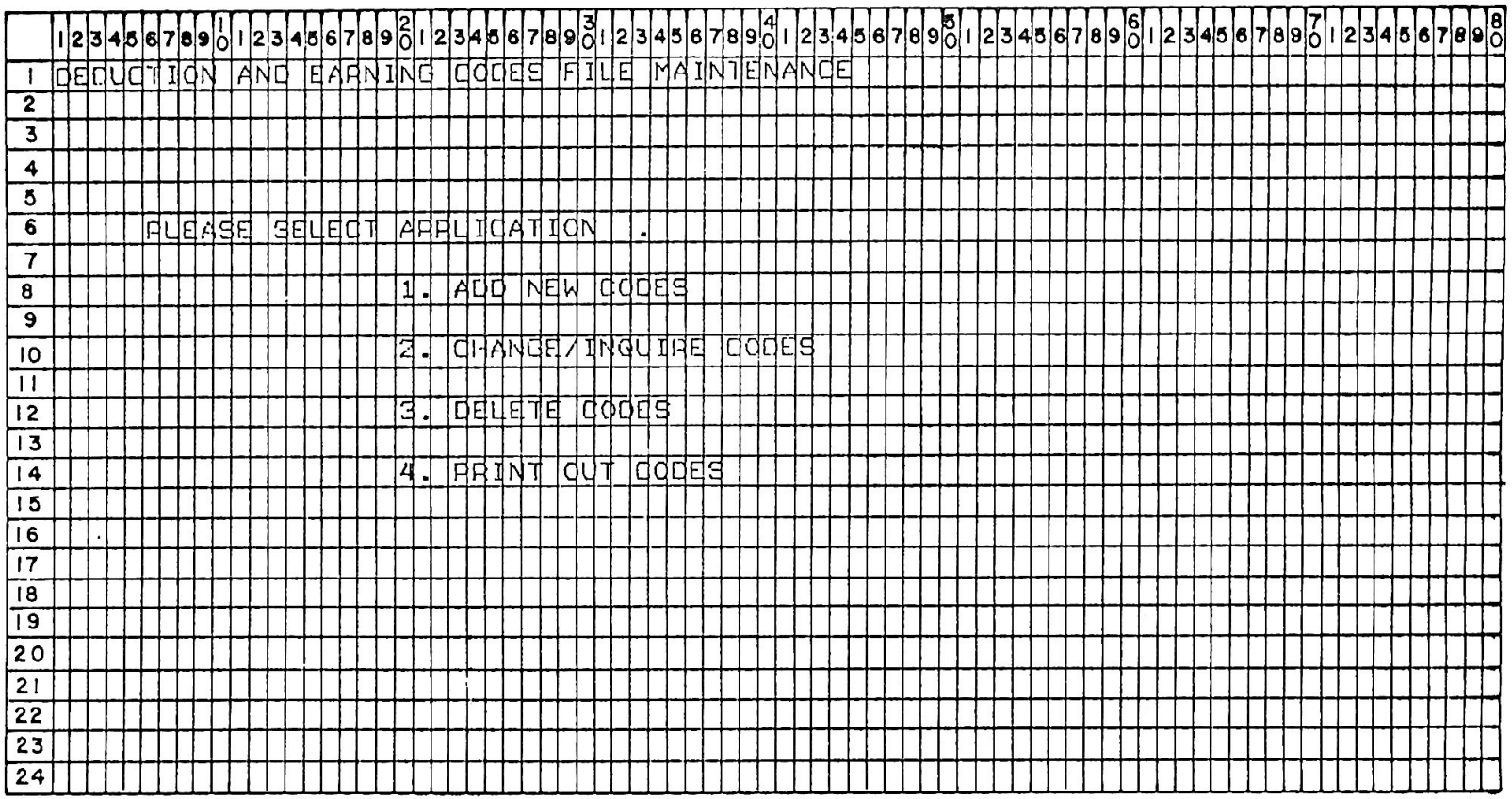
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deduction and Earnings Codes File Maintenance

Display Screen: 64 X 16



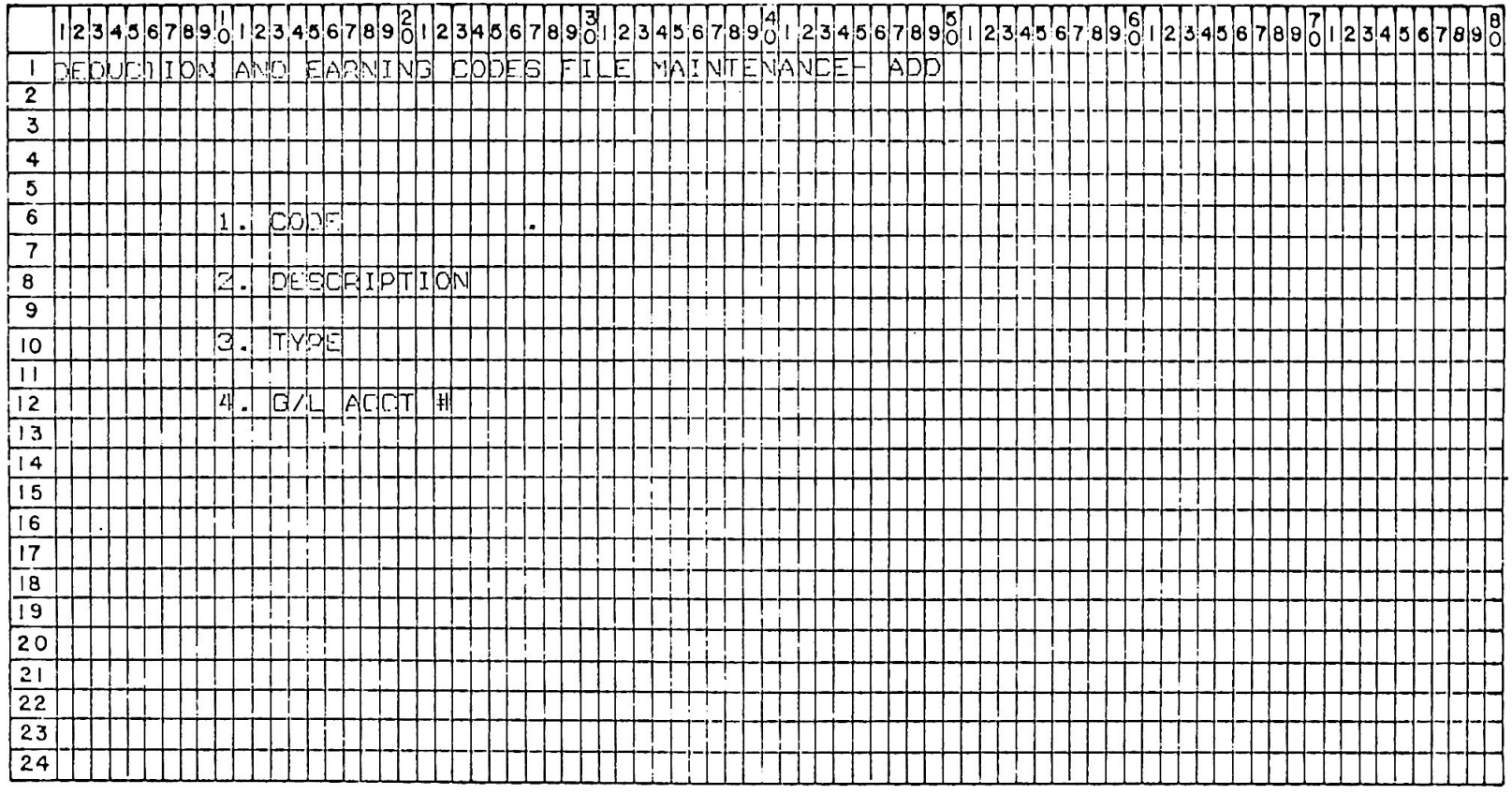
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deduction and Earnings Codes File Maintenance
Add

Display Screen: 64 X 16



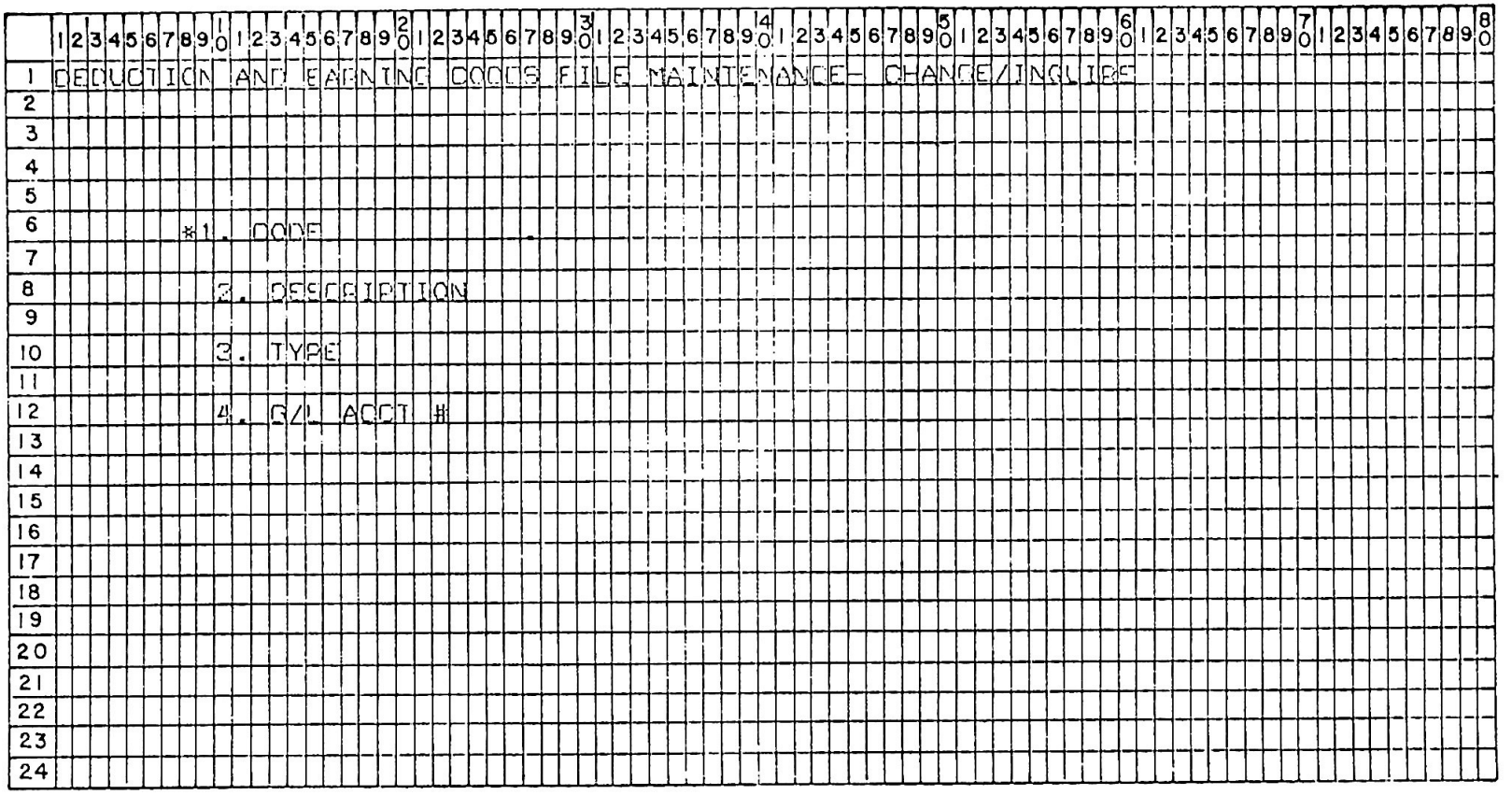
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deduction and Earnings Codes File Maintenance
Change/Inquire

Display Screen: 64 X 16



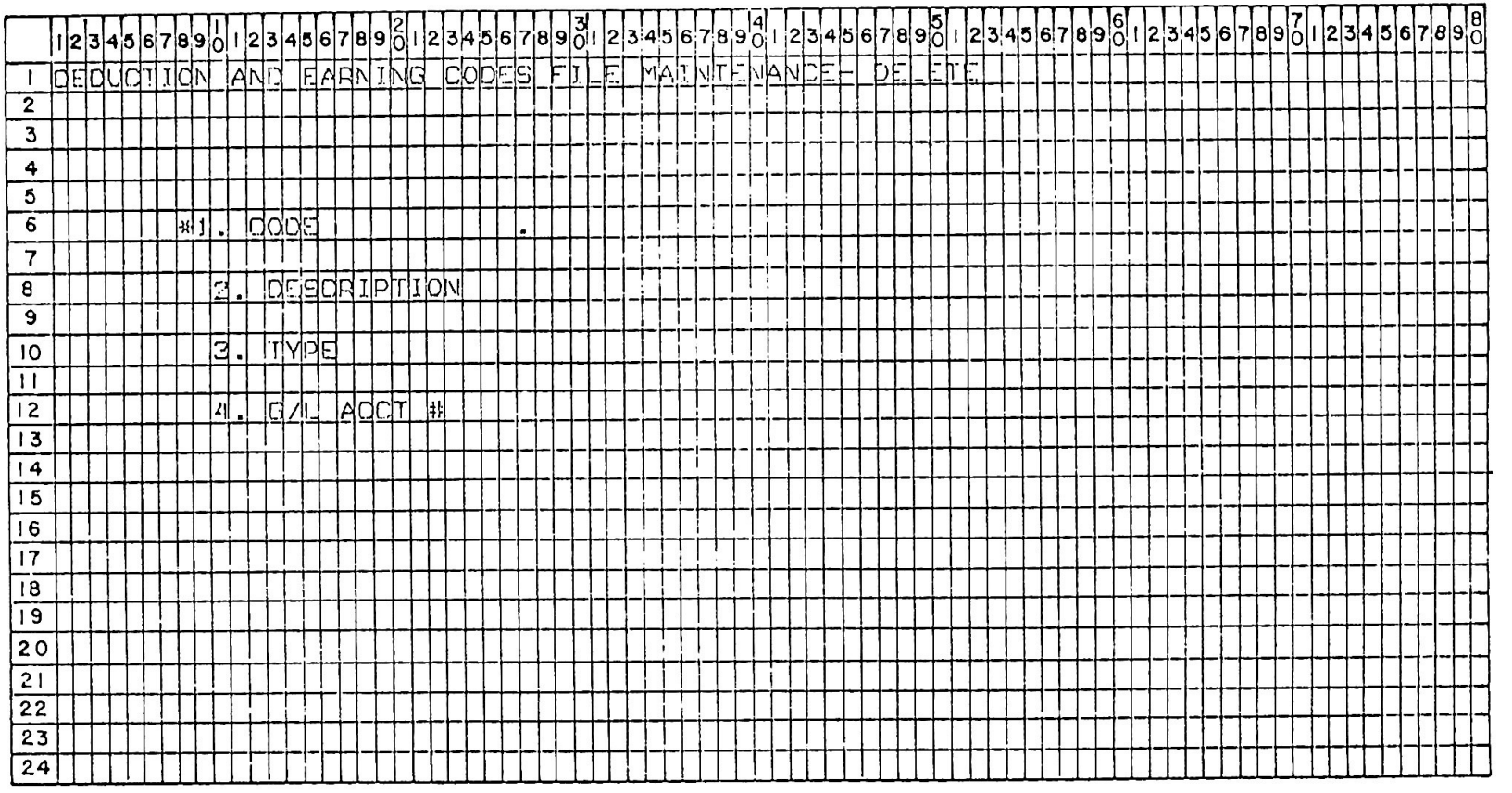
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deduction and Earnings Codes File Maintenance
Delete

Display Screen: 64 X 16



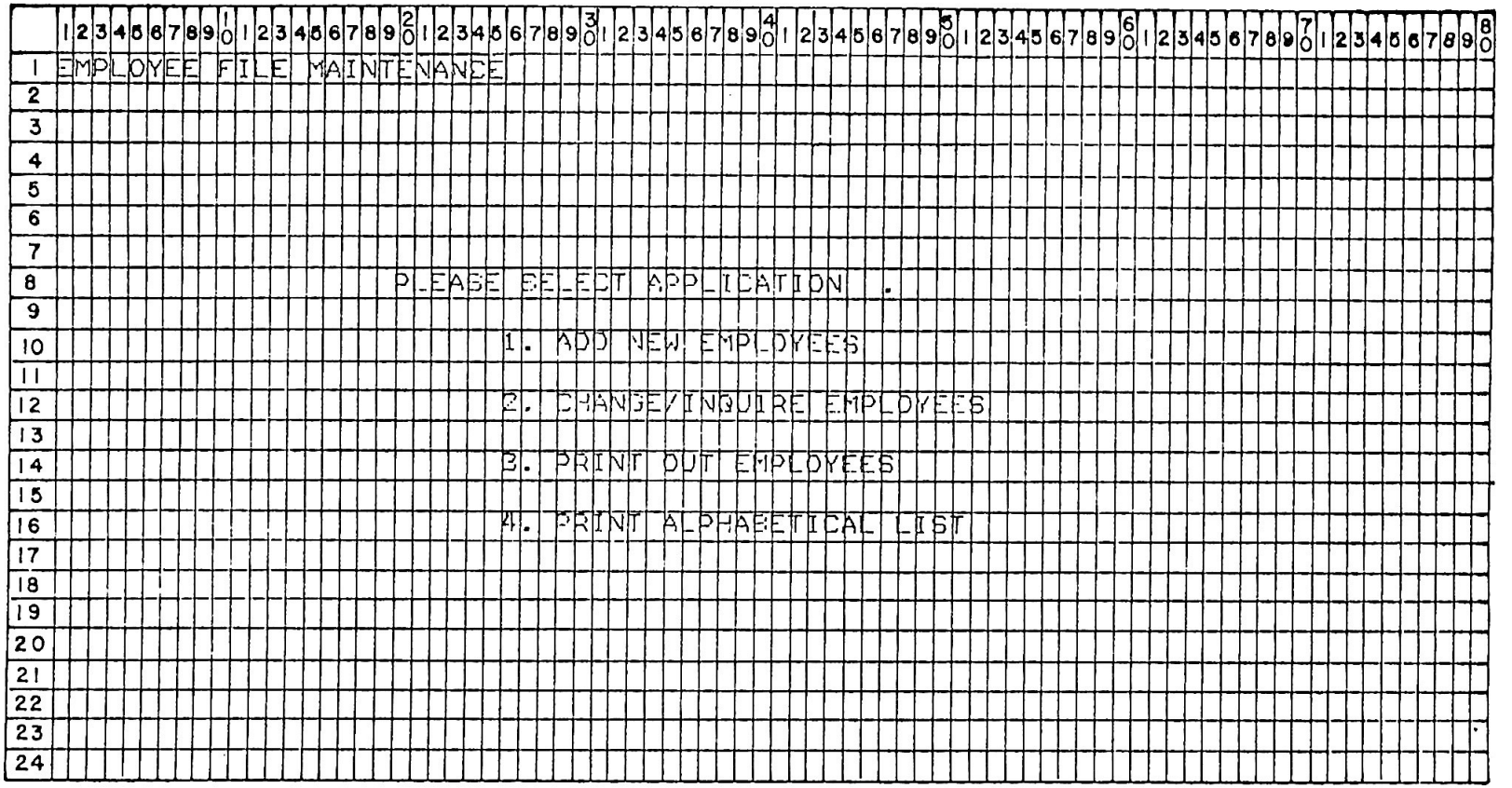
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance

Display Screen: 64 X 16



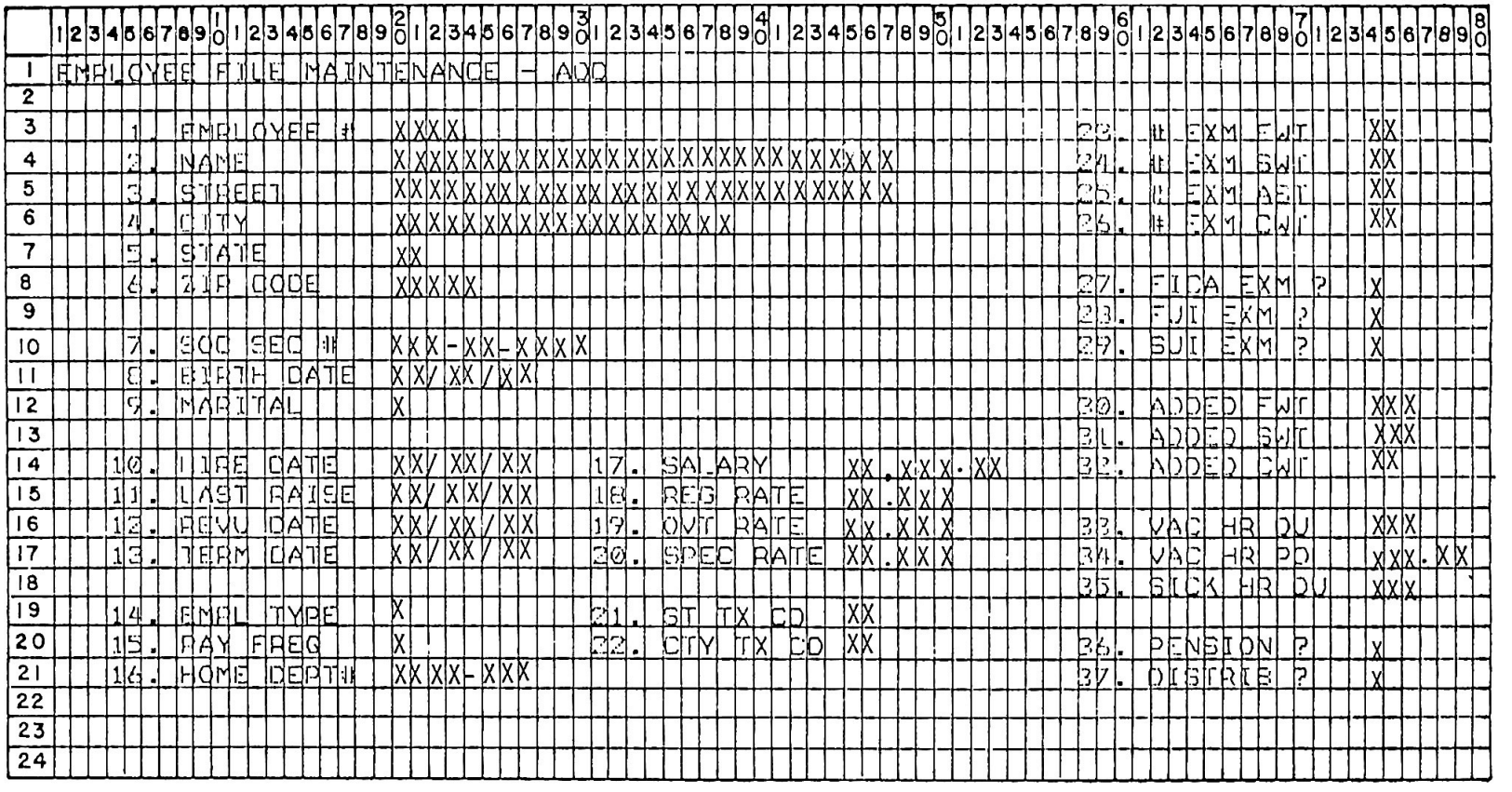
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Add

Display Screen: 80 X 24



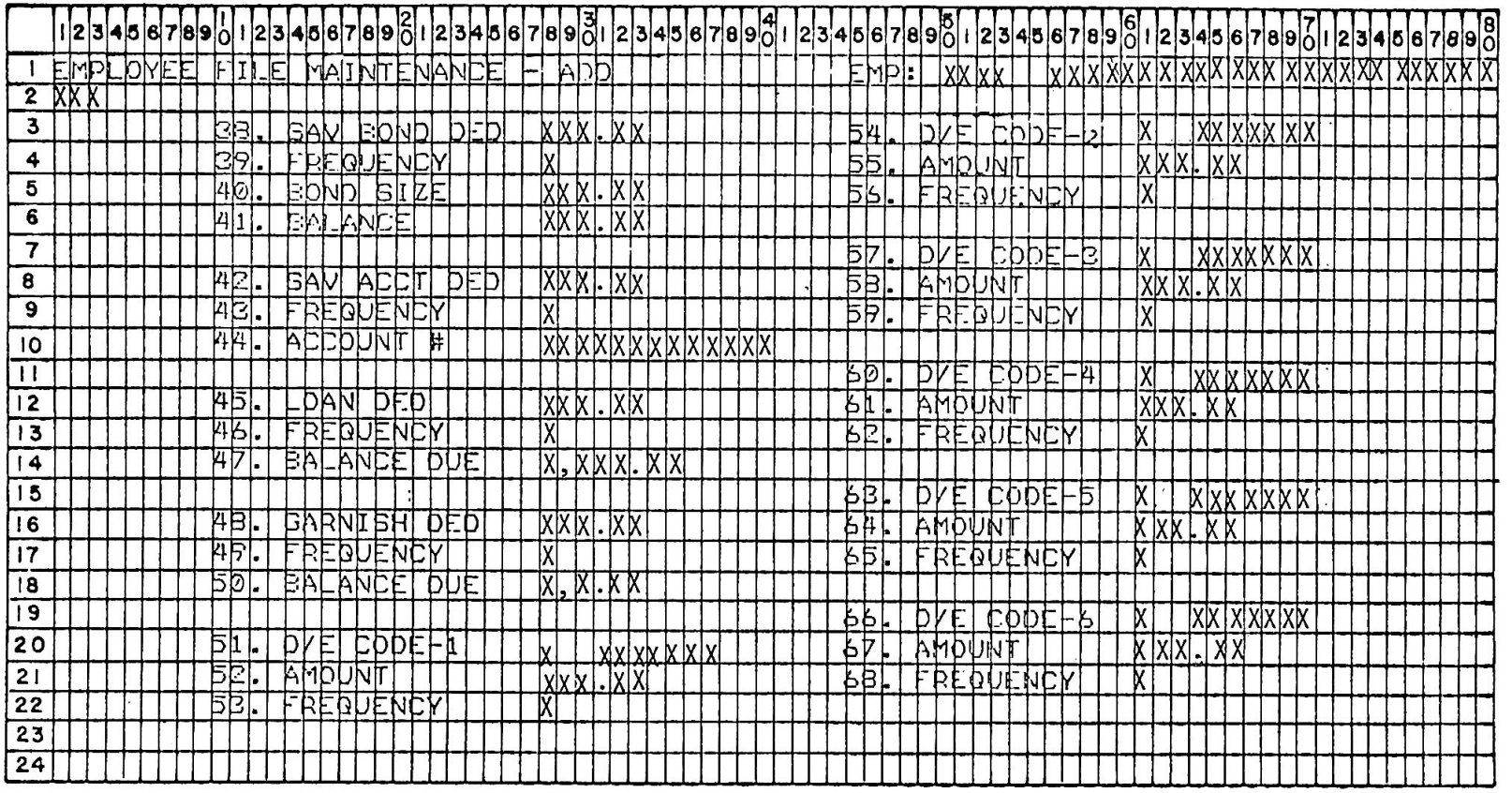
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Add

Display Screen: 80 X 24



VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Add

Display Screen: 80 X 24

```
EMPLOYEE FILE MAINTENANCE - ADD                                  EMP: XXXXXX XXXXX XXXXXX XXXXXX XXXXX XXXXX
XXX

69. MTD OT HRS    XXX.XX
70. MTD SK HRS    XXX.XX
71. MTD SK PAY    X,XXX.XX

72. QTD GROSS     XX,XXX.XX    83. YTD GROSS     XXX,XXX.XX    94. YTD SVED    X,XXX.XX
73. QTD TX GRS    XX,XXX.XX    84. YTD TX GRS    XXX,XXX.XX    95. YTD SVAC    X,XXX.XX
74. QTD FICA      X,XXX.XX     85. YTD FICA      X,XXX.XX      96. YTD LOAN    X,XXX.XX
75. QTD FWT       XX,XXX.XX    86. YTD FWT       XX,XXX.XX     97. YTD GARN    X,XXX.XX
76. QTD SWT       X,XXX.XX     87. YTD SWT       XX,XXX.XX     98. YTD DYE1    X,XXX.XX
77. QTD OST       X,XXX.XX     88. YTD OST       X,XXX.XX      99. YTD DYE2    X,XXX.XX
78. QTD CWT       X,XXX.XX     89. YTD CWT       X,XXX.XX     100. YTD DYE3    X,XXX.XX
                                                              101. YTD DYE4    X,XXX.XX
79. QTD OT HRS    XXX.XX       90. YTD OT HRS    XXX.XX       102. YTD DYE5    X,XXX.XX
80. QTD SK HRS    XXX.XX       91. YTD SK HRS    XXX.XX       103. YTD DYE6    X,XXX.XX
81. QTD SK PAY    X,XXX.XX     92. YTD SK PAY    X,XXX.XX

82. QTD WK WRK    XX.XX        93. YTD WK WRK    XX.XX
```

VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Change/Inquire

Display Screen: 80 X 24

```
EMPLOYEE FILE MAINTENANCE - CHANGE/INQUIRE

 1. EMPLOYEE #      XXXX                                  23. # EXM FWT     XX
 2. NAME            XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   24. # EXM SWT     XX
 3. STREET          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   25. # EXM AST     XX
 4. CITY            XXXXXXXXXXXXXXXXXXXXX                 26. # EXM CWT     XX
 5. STATE           XX
 6. ZIP CODE        XXXXX                                 27. FICA EXM ?    X
                                                          28. FUI EXM ?     X
 7. SOC SEC #       XXX-XX-XXXX                           29. SUI EXM ?     X
 8. BIRTH DATE      XX/XX/XX
 9. MARITAL         X                                     30. ADDED FWT     XXX
                                                          31. ADDED SWT     XXX
10. HIRE DATE       XX/XX/XX    17. SALARY      XX,XXX.XX 32. ADDED CWT     XX
11. LAST RAISE      XX/XX/XX    18. REG RATE    XX.XXX
12. REVU DATE       XX/XX/XX    19. OVT RATE    XX.XXX    33. VAC HR DU     XXX
13. TERM DATE       XX/XX/XX    20. SPEC RATE   XX.XXX    34. VAC HR PD     XX.XX
                                                          35. SICK HR DU    XXX
14. EMPL TYPE       X           21. ST TX CD    XX
15. PAY FREQ        X           22. CITY TX CD  XX        36. PENSION ?     X
16. HOME DEPT#      XXX-XX                                37. DISTRIB ?     X
```

VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Change/Inquire

Display Screen: 80 X 24

```
EMPLOYEE FILE MAINTENANCE - CHANGE/INQUIRE   EMP: XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX

                    38. SAV BOND DED    XX.XX                54. D/E CODE-2     X   XXXXXXX
                    39. FREQUENCY       X                    55. AMOUNT         XXX.XX
                    40. BOND SIZE       XX.XX                56. FREQUENCY      X
                    41. BALANCE         XX.XX
                                                             57. D/E CODE-3     X   XXX XXXX
                    42. SAV ACCT DED    XX.XX                58. AMOUNT         XXX.XX
                    43. FREQUENCY       X                    59. FREQUENCY      X
                    44. ACCOUNT #       XXXXXXXXXXXX
                                                             60. D/E CODE-4     X   XXXXXXX
                    45. LOAN DED        XX.XX                61. AMOUNT         XXX.XX
                    46. FREQUENCY       X                    62. FREQUENCY      X
                    47. BALANCE DUE     X,XXX.XX
                                                             63. D/E CODE-5     X   XXXXXXX
                    48. GARNISH %       XX.XX                64. AMOUNT         XX.XX
                    49. FREQUENCY       X                    65. FREQUENCY      X
                    50. BALANCE DUE     XX.XX
                                                             66. D/E CODE-6     X   XXX XXXX
                    51. D/E CODE-1      X   XXXX XXX        67. AMOUNT         XXX.XX
                    52. AMOUNT          XXX.XX               68. FREQUENCY      X
                    53. FREQUENCY       X
```

VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Maintenance
Change/Inquire

Display Screen: 80 X 24

```
EMPLOYEE FILE MAINTENANCE - CHANGE/INQUIRE  EMP: XXXXX XXXXXX XXXXXXXXXX XXXXXXXX
XXX

69. MTD OT HRS    XXX.XX
70. MTD SK HRS    XXX.XX
71. MTD SK PAY    X,XXX.XX

72. QTD GROSS     XX,XXX.XX     88. YTD GROSS     XXX,XX     94. YTD SVBD    X,XXX.XX
73. QTD TX GRS    XX,XXX.XX     89. YTD TX GRS    XXX,XX     95. YTD SVAC    X,XXX.XX
74. QTD FICA      X,XXX.XX      85. YTD FICA      X,XXX.XX   96. YTD LOAN    X,XXX.XX
75. QTD FWT       X,XXX.XX      86. YTD FWT       XX,XXX.XX  97. YTD GARN    X,XXX.XX
76. QTD SWT       X,XXX.XX      87. YTD SWT       XX,XXX.XX  98. YTD DYE1    X,XXX.XX
77. QTD OST       X,XXX.XX      88. YTD OST       X,XXX.XX   99. YTD DYE2    X,XXX.XX
78. QTD CWT       X,XXX.XX      89. YTD CWT       X,XXX.XX  100. YTD DYE3    X,XXX.XX
                                                           101. YTD DYE4    X,XXX.XX
79. QTD OT HRS    XXX.XX        90. YTD OT HRS    XXX.XX    102. YTD DYE5    X,XXX.XX
80. QTD SK HRS    XXX.XX        91. YTD SK HRS    XXX.XX    103. YTD DYE6    X,XXX.XX
81. QTD SK PAY    X,XXX.XX      92. YTD SK PAY    X,XXX.XX

82. QTD WK WRK                  93. YTD WK WRK    XX.XX

CHANGES NOT ALLOWED TO THESE FIELDS                              TYPE RETURN
```

REMARKS: This screen cannot be changed in this mode.

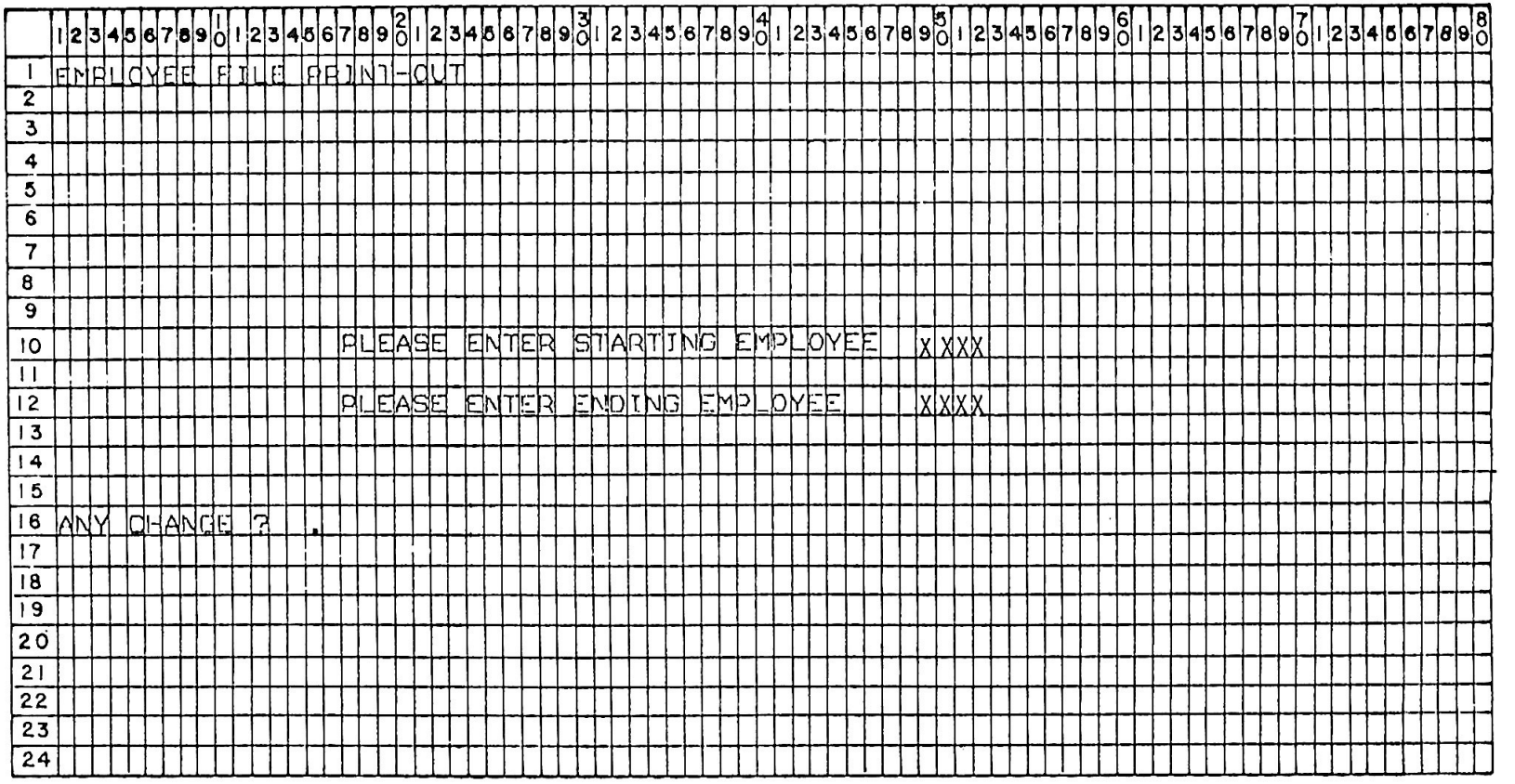
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Print-Out

Display Screen: 64 X 16



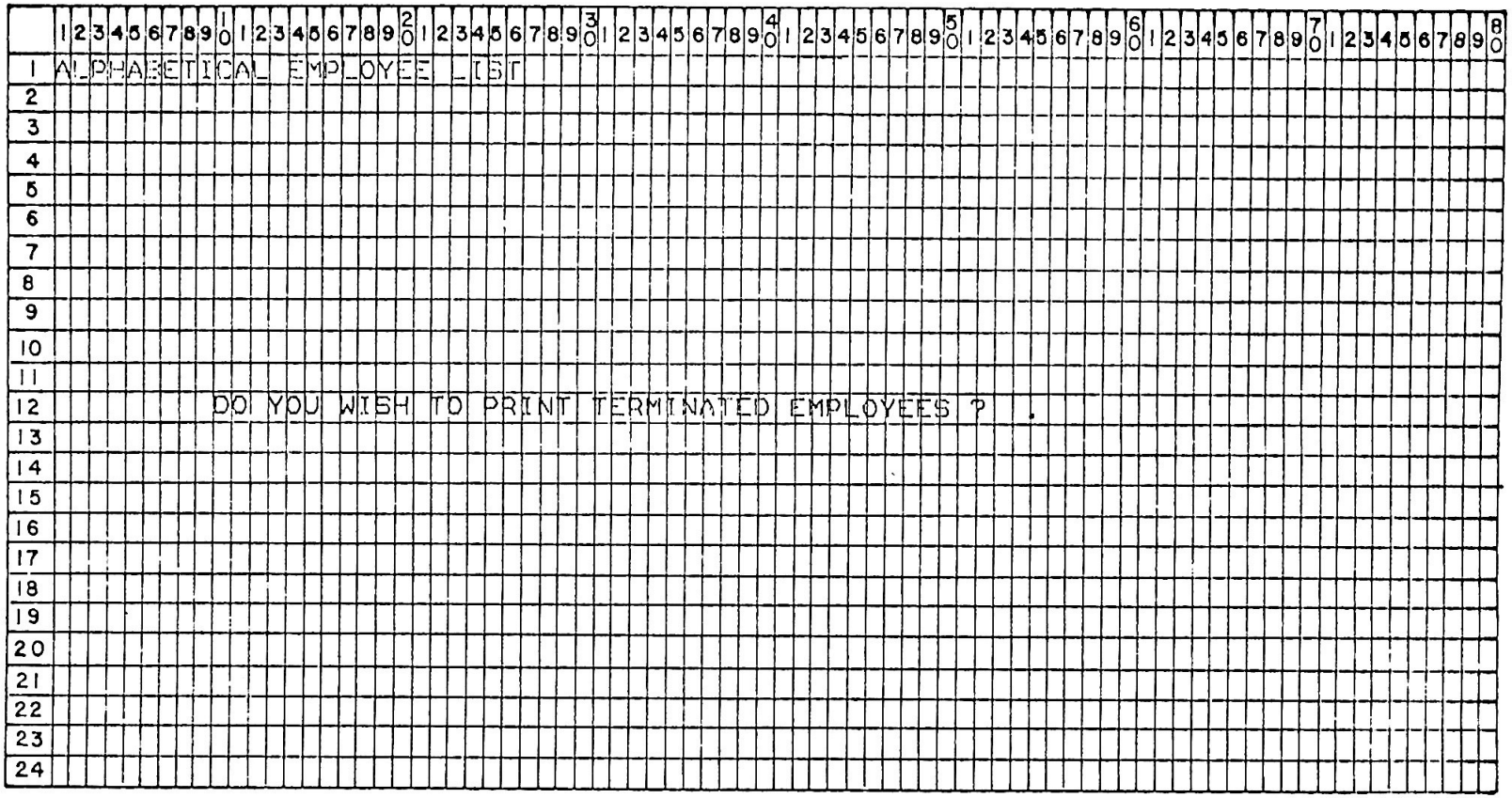
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Alphabetical Employee List

Display Screen: 64 X 16



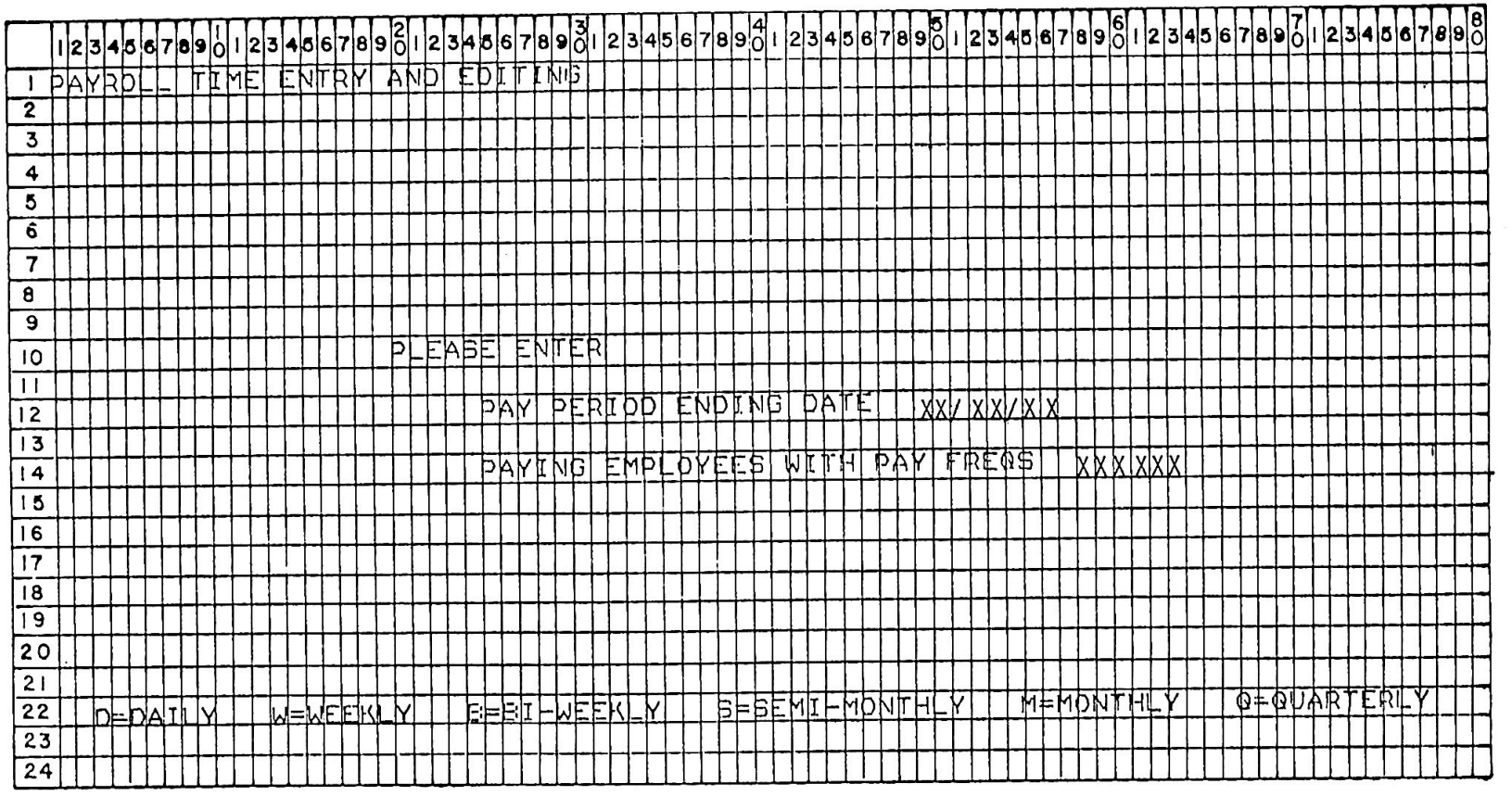
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing

Display Screen: 80 X 24



REMARKS: If the period ending date is not equal to zero coming into this program, only lines 12 and 14 are displayed with the last date and pay frequencies entered and "Any Change?" is displayed.

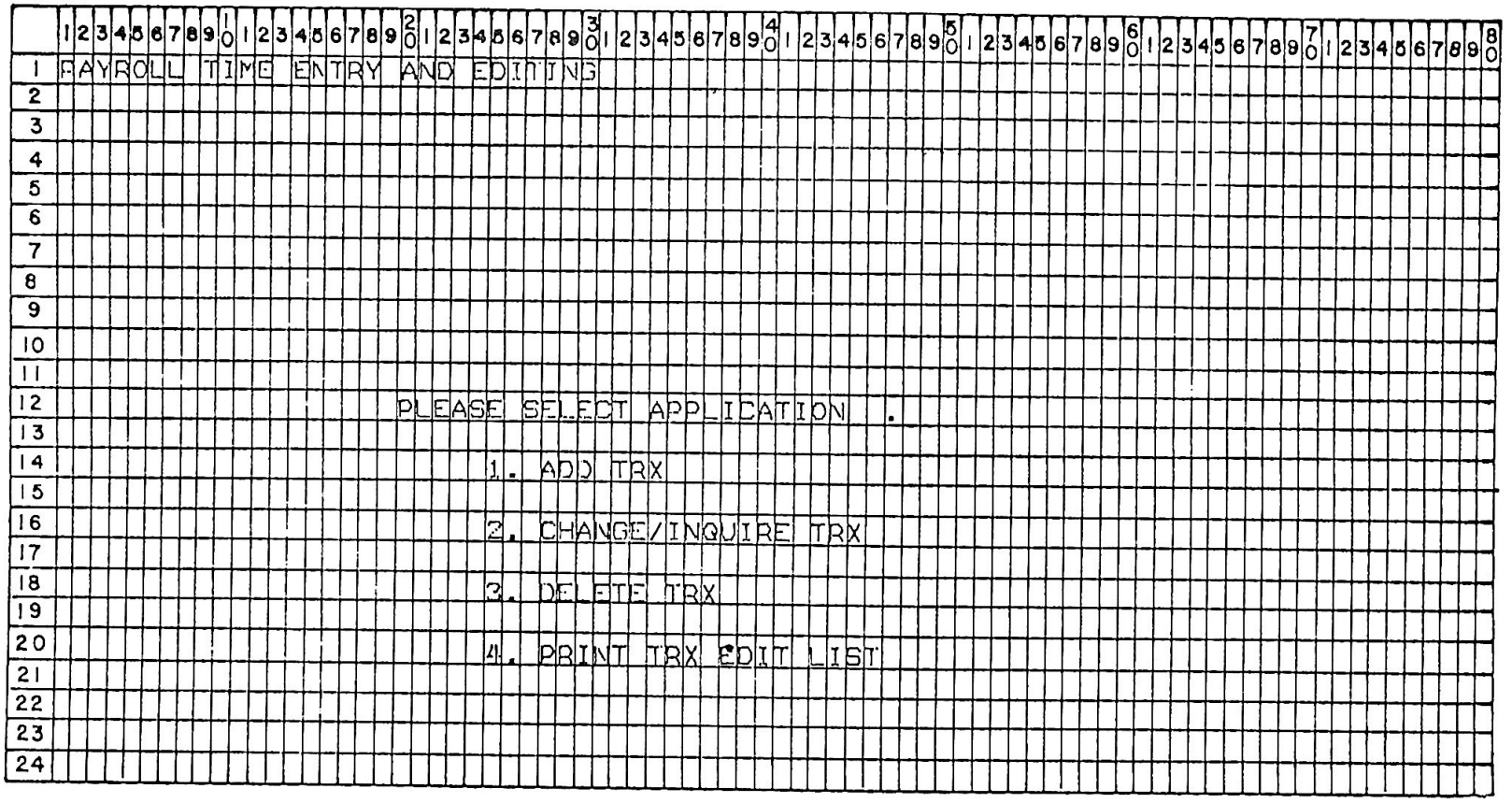
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing

Display Screen: 80 X 24



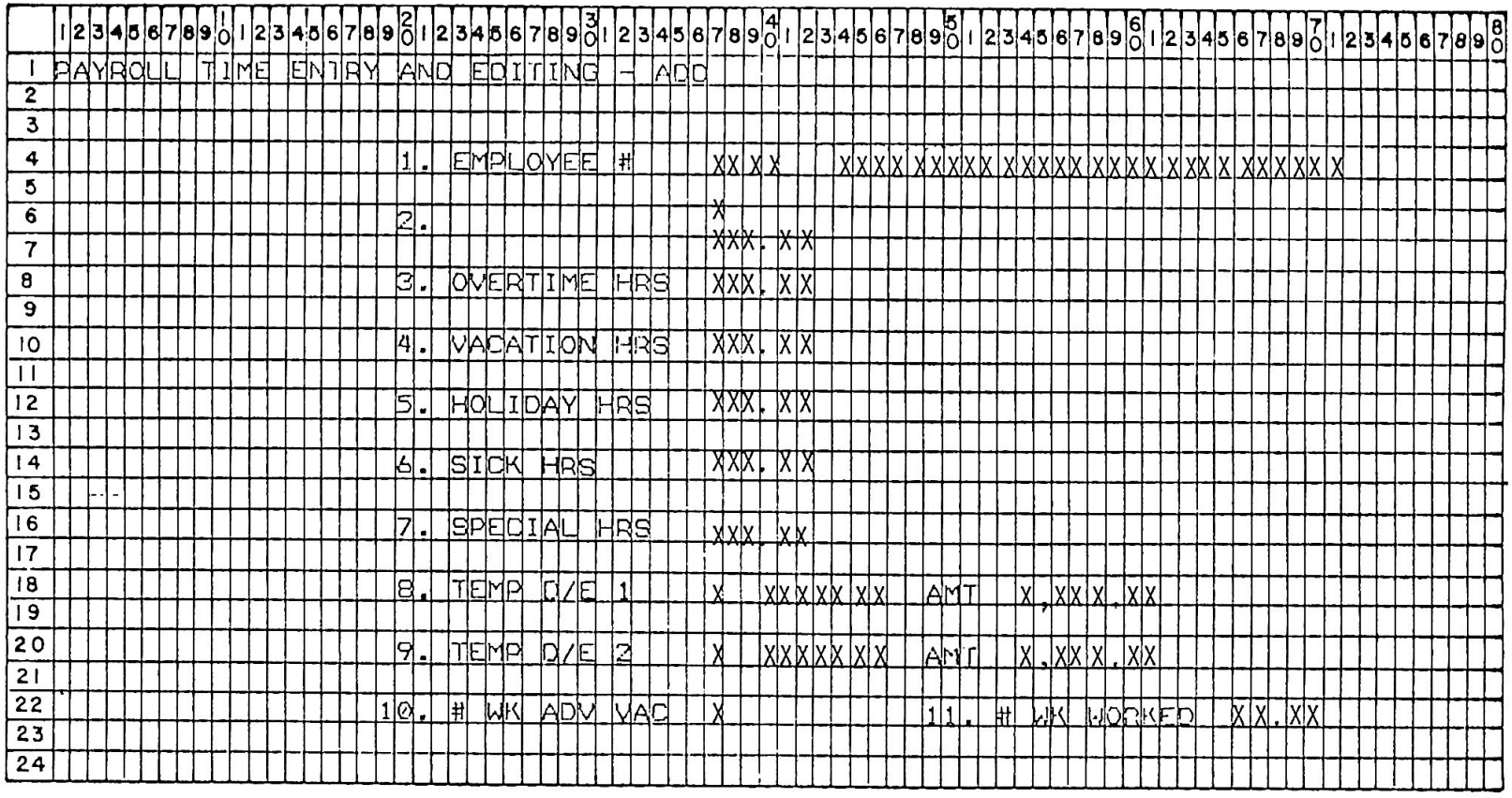
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing
Add

Display Screen: 80 X 24



REMARKS: At Employee #, if "Return" is typed, defaults to next employee of selected pay frequency if no disbribution is required. "Salary" or "Hourly" is displayed that line 5 according to employee type. If a salaried employee, at Item #2 "Pay Salary?" is displayed. If "Y", goes on to Item #3. If "N", "Regular Hrs." is displayed at Item #2. The "P" key defaults on #2 to insert "Y" or "40.00", depending on employee type and inserts "0" in all the rest except # WK worked and inserts the pay frequency time period for that employee in # WK worked.

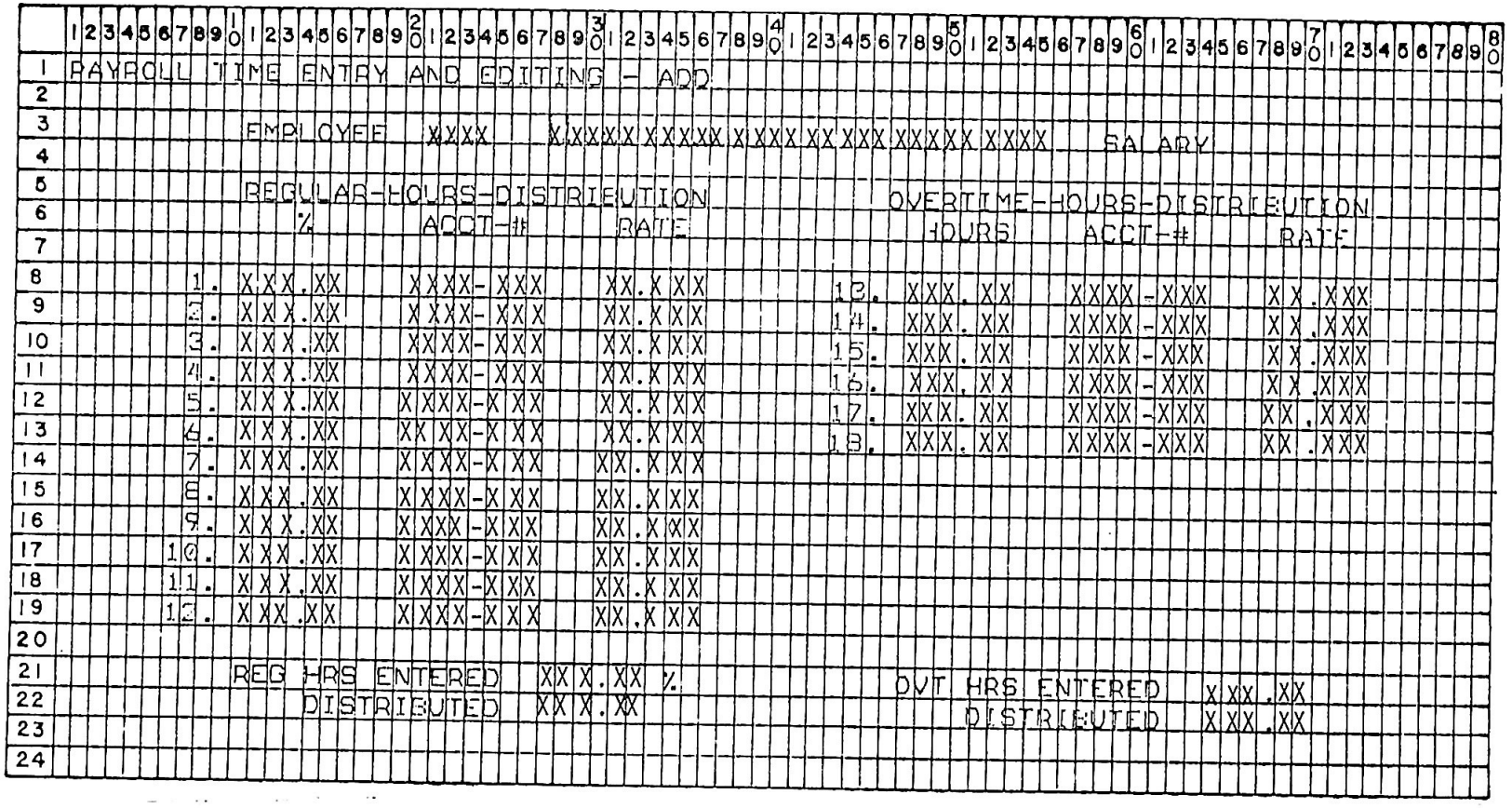
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing
Add

Display Screen: 80 X 24



REMARKS: "Salary" or "Hourly" is displayed at line 3, columns 59-64 according to employee type. If a salaried employee, "%" is displayed instead of "Hours" on line 6, columns 12-16, and "%" is displayed at lines 21 and 22, column 35. Rates are not accepted under "Regular-Hours-Distribution" for a salaried employee being paid on a salary basis. Rates default off the employee file with "Return".

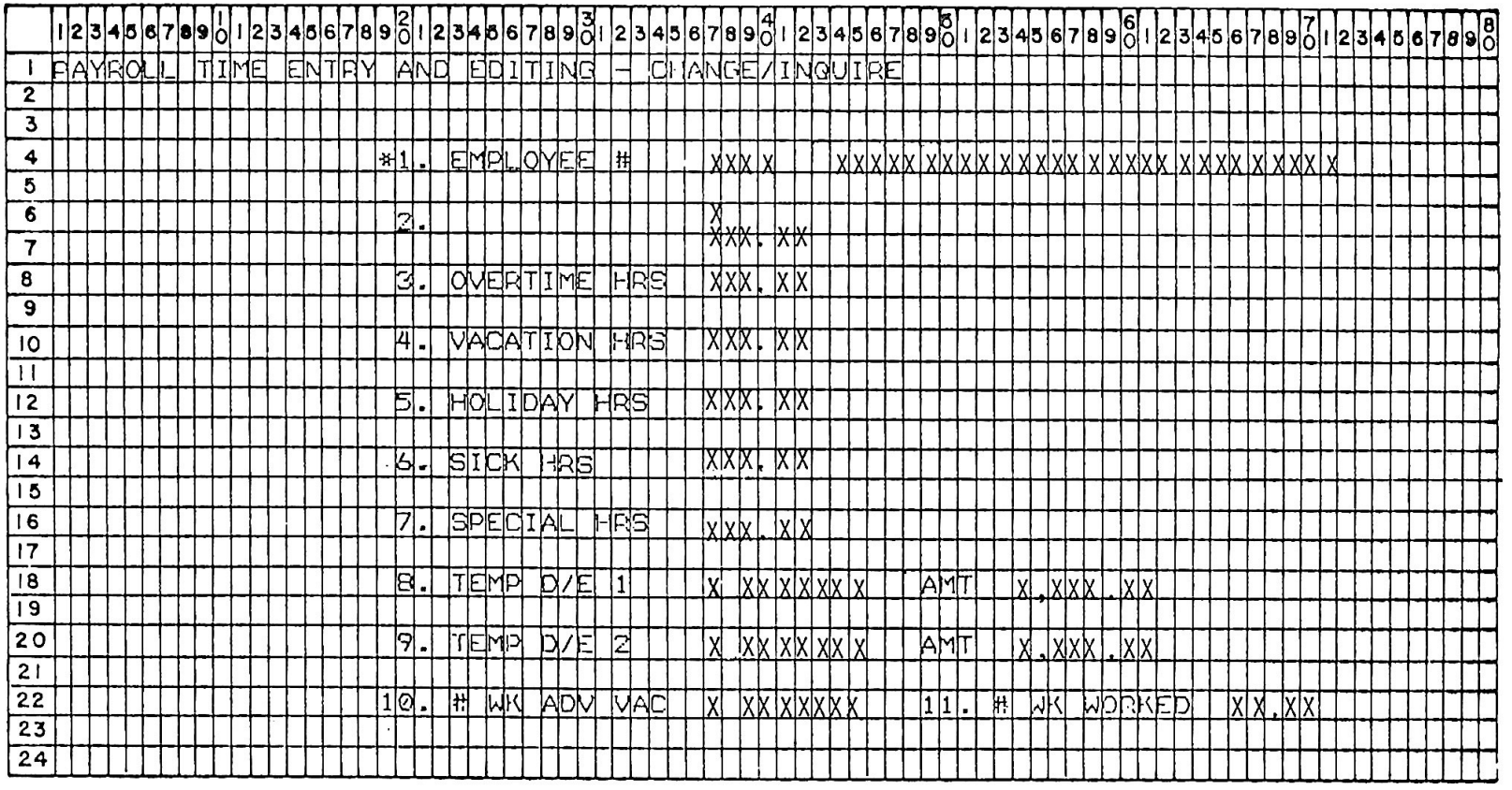
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing
Change/Inquire

Display Screen: 80 X 24



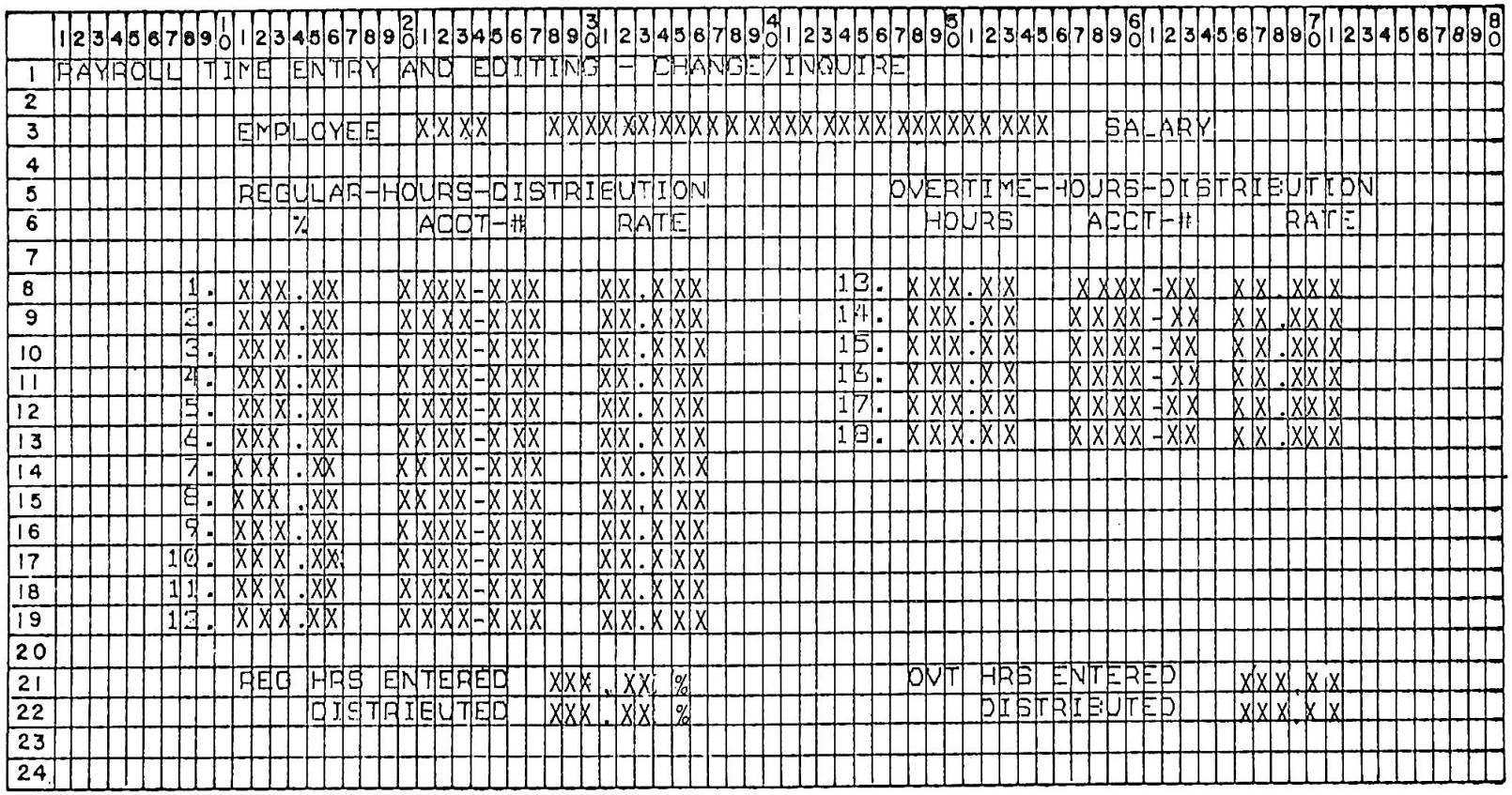
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing
Change/Inquire

Display Screen: 80 X 24



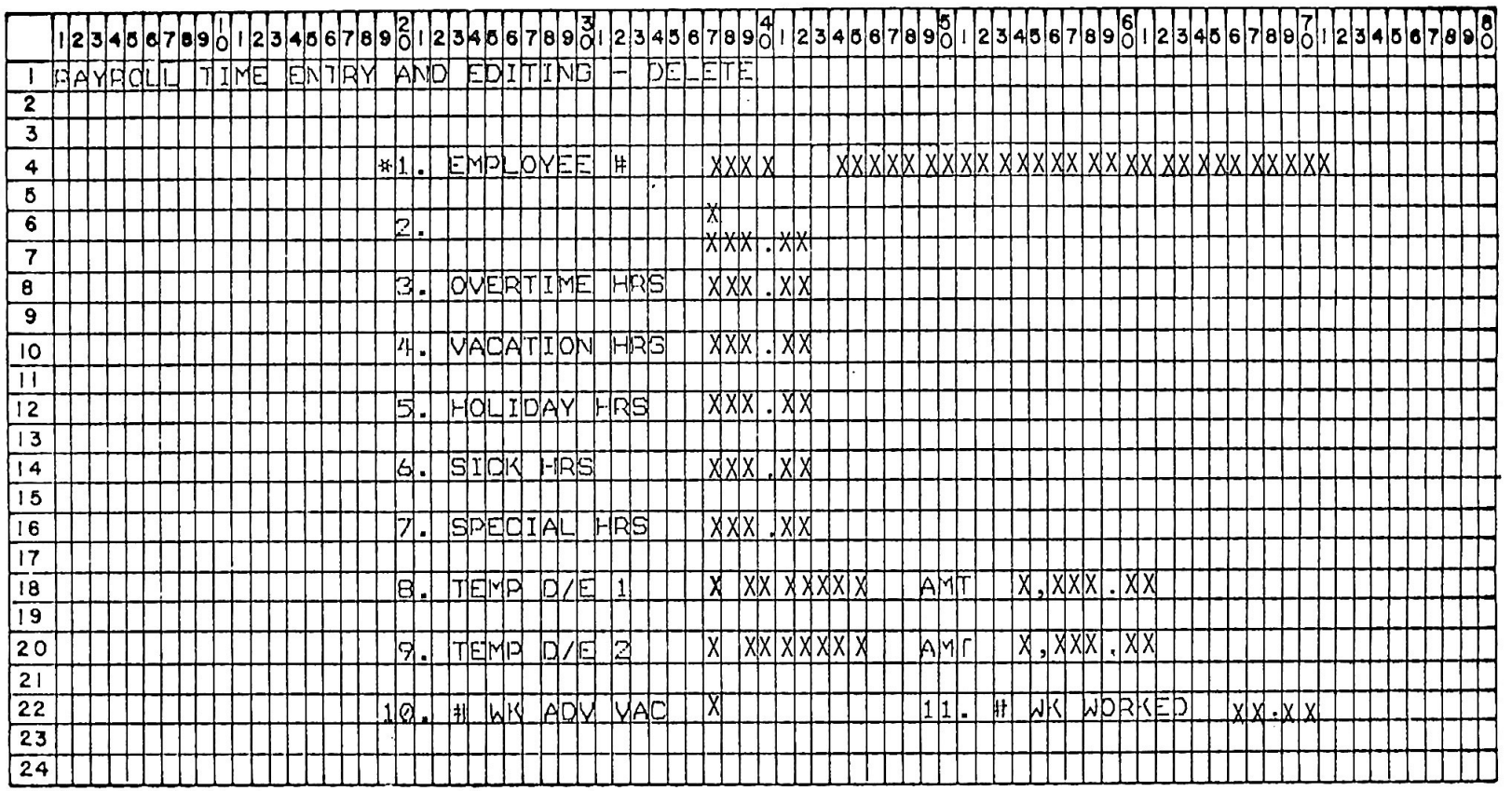
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Entry And Editing
Delete

Display Screen: 80 X 24



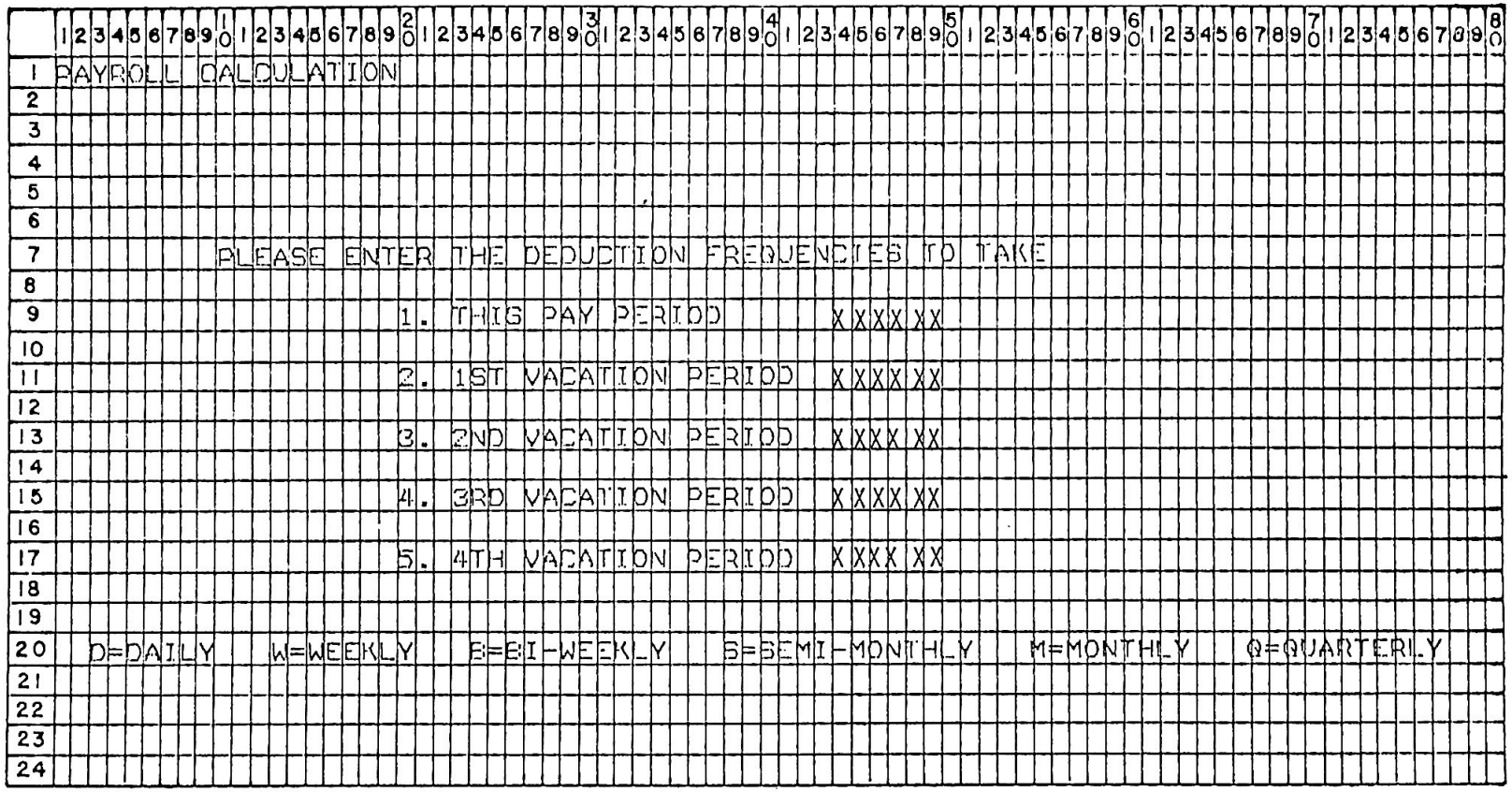
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Calculation

Display Screen: 80 X 24



REMARKS: Accept up to six of the above deduction frequencies for each pay period.

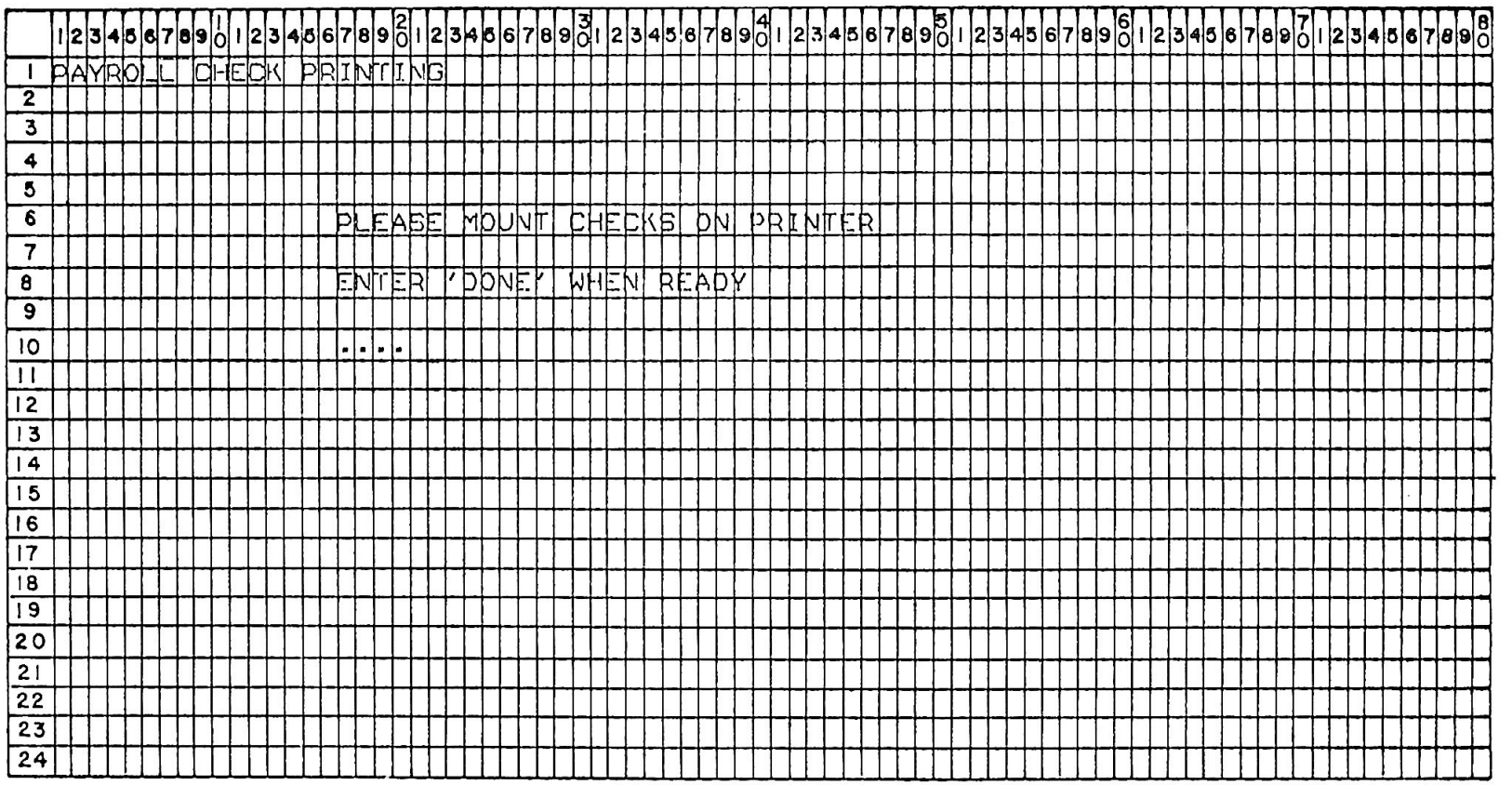
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check Printing

Display Screen: 80 X 24



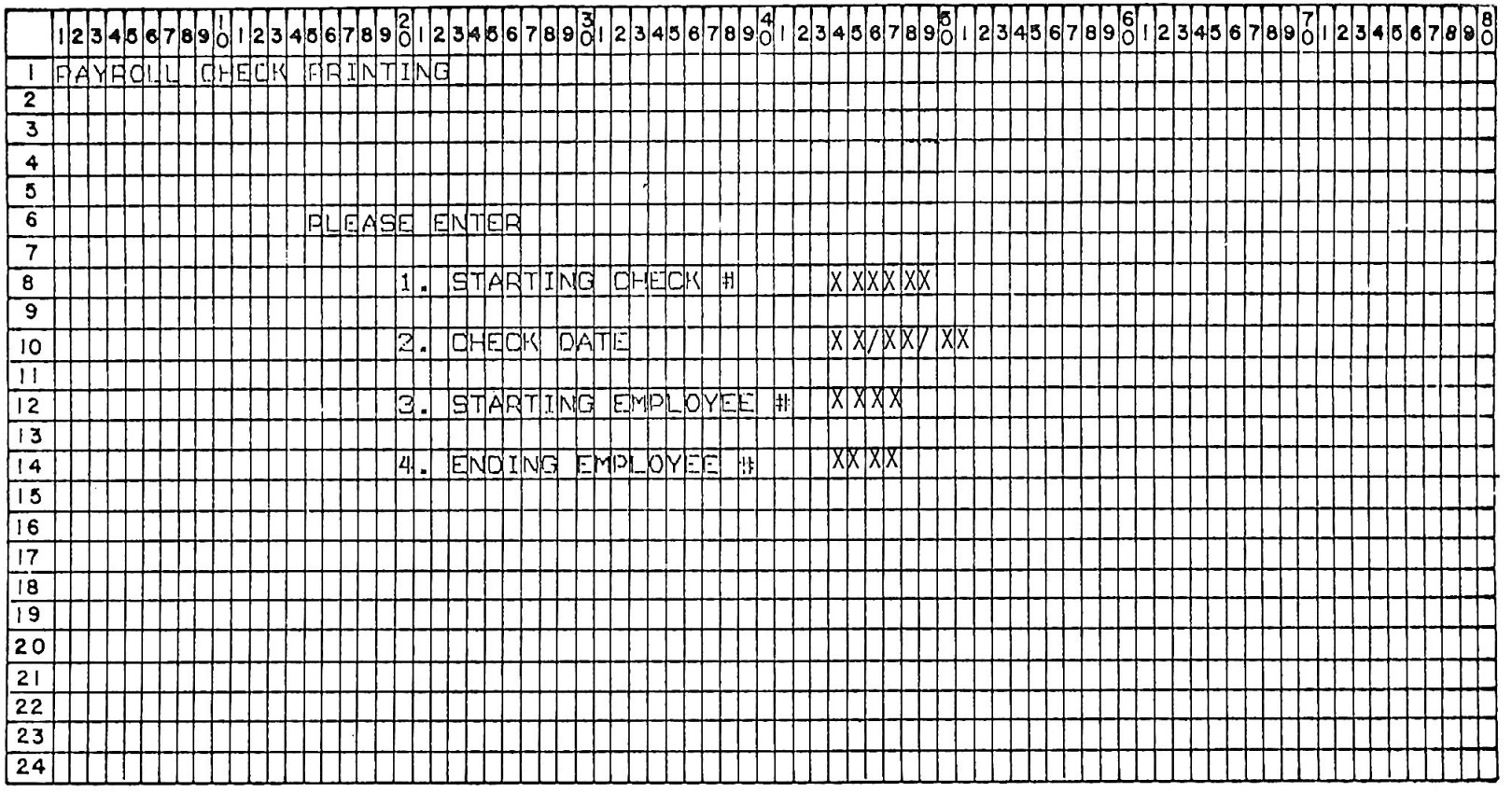
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check Printing

Display Screen: 64 X 16



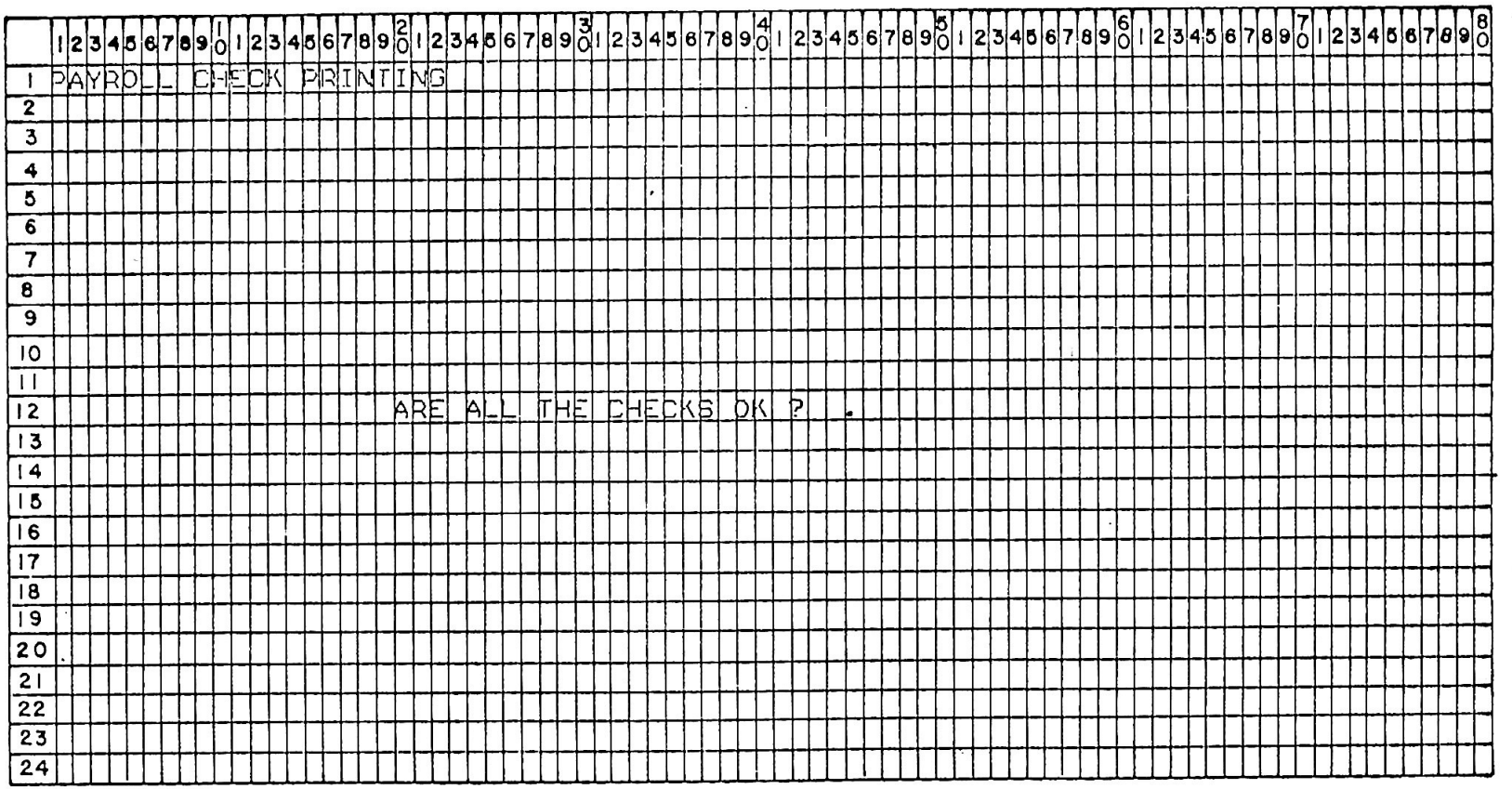
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check Printing

Display Screen: 64 X 16



REMARKS: If "Y", to on to the next program (Check Register). If "N", to Main Payroll Menu.

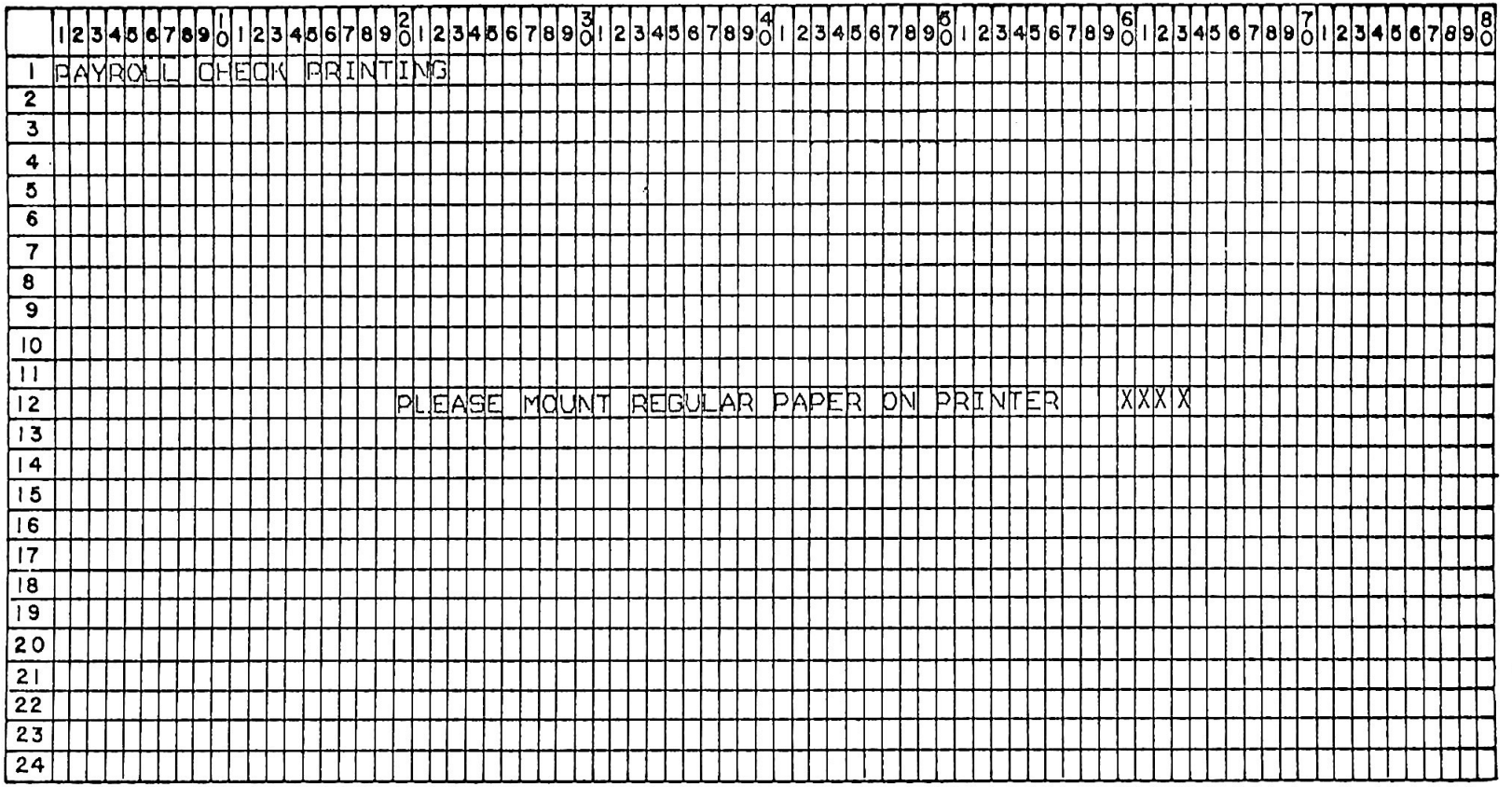
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check Printing

Display Screen: 64 X 16



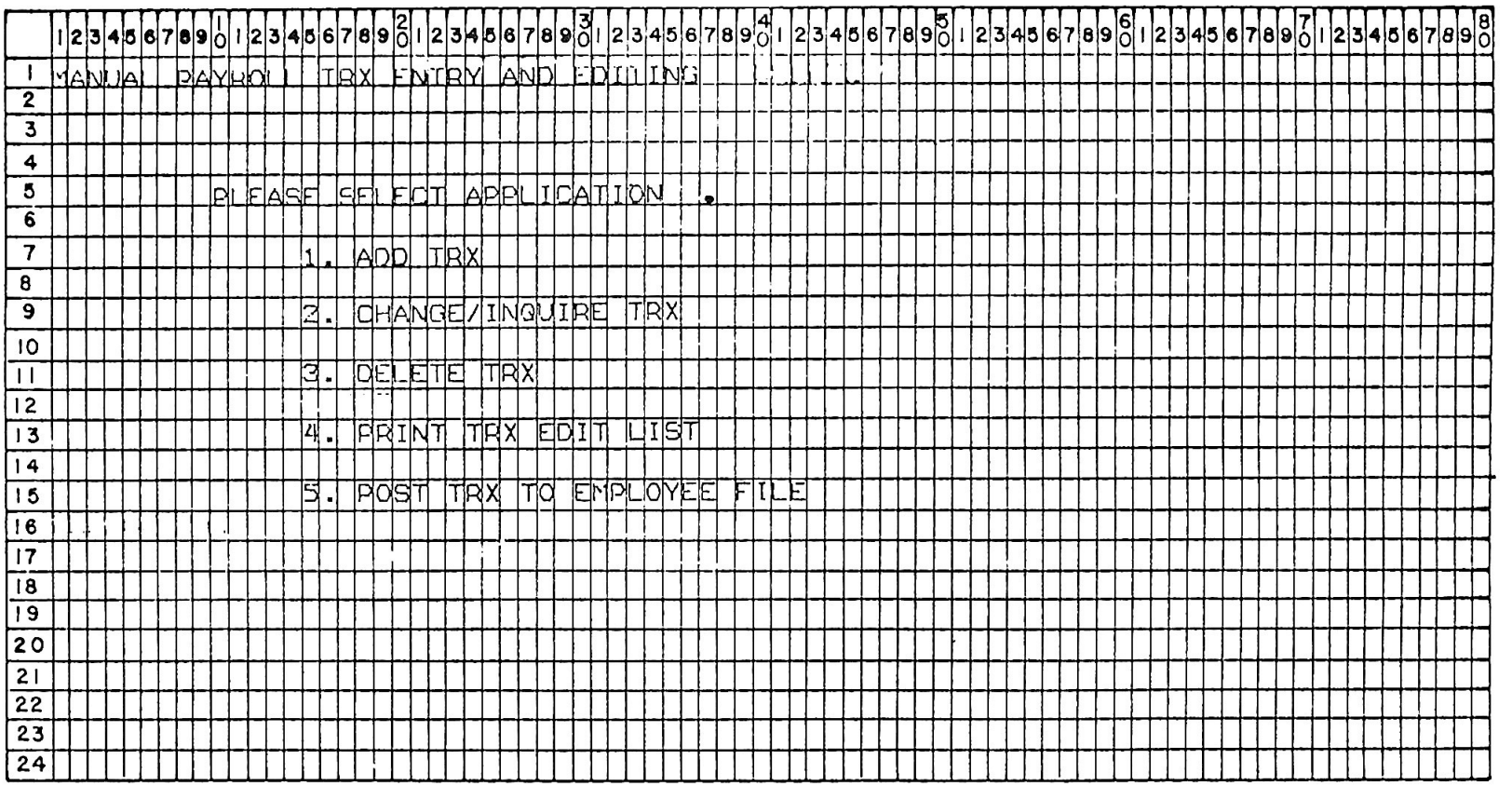
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing
Add

Display Screen: 80 X 24

```
MANUAL PAYROLL TRX ENTRY AND EDITING-ADD

   1. EMPLOYEE #      XXXX  XXXXX XXXX XXXX XXXX XXXX XXXX XX

   2. CHECK #         XXXXXX          19. FICA          XXX.XX
   3. CHECK DATE      XX/XX/XX        20. FWT           X,XXX.XX-
   4. PAY PRD DTE     XX/XX/XX        21. SWT           X,XXX.XX-
                                      22. OST           X,XXX.XX-
   5. GROSS PAY       XX,XXX.XX-      23. CWT           XXX.XX-
   6. TXBL GROSS      XX,XXX.XX-
   7. REG PAY/SAL     XX,XXX.XX-      24. SAV END DED   XXX.XX-
   8. REG HRS         XXX.XX-         25. SAV ACT DED   XXX.XX-
   9. OVERTM PAY      X,XXX.XX-       26. LOAN DED      XXX.XX-
  10. OVERTM HRS      XXX.XX-         27. GARNISH DED   XXX.XX-
  11. VACATN PAY      X,XXX.XX        28. XXXX XXXX XXX XXX.XX-
  12. VACATN HRS      XXX.XX-         29. XXXX XXXX XXX XXX.XX-
  13. HOLIDAY PAY     X,XXX.XX        30. XXXX XXX XXX  XXX.XX-
  14. SICK PAY        X,XXX.XX        31. XXXX XXX XXX  XXX.XX-
  15. SICK HRS        XXX.XX-         32. XXXX XXX XXX  XXX.XX-
  16. SPECIAL PAY     X,XXX.XX        33. XXXX XXX XXX  XXX.XX-
  17. OTHER D/E 1     X,XXX.XX
  18. OTHER D/E 2     X,XXX.XX        34. # WKS WRKD    XX.XX-
                                      35. NET PAY       XX,XXX.XX-
```

REMARKS: "Salary" or "Hourly" is displayed at line 3, columns 61-66 according to employee type. When the employee number is entered, the descriptions of deduction/earnings 1-6 according to the employees record automatically display on lines 15-20, columns 58-64.

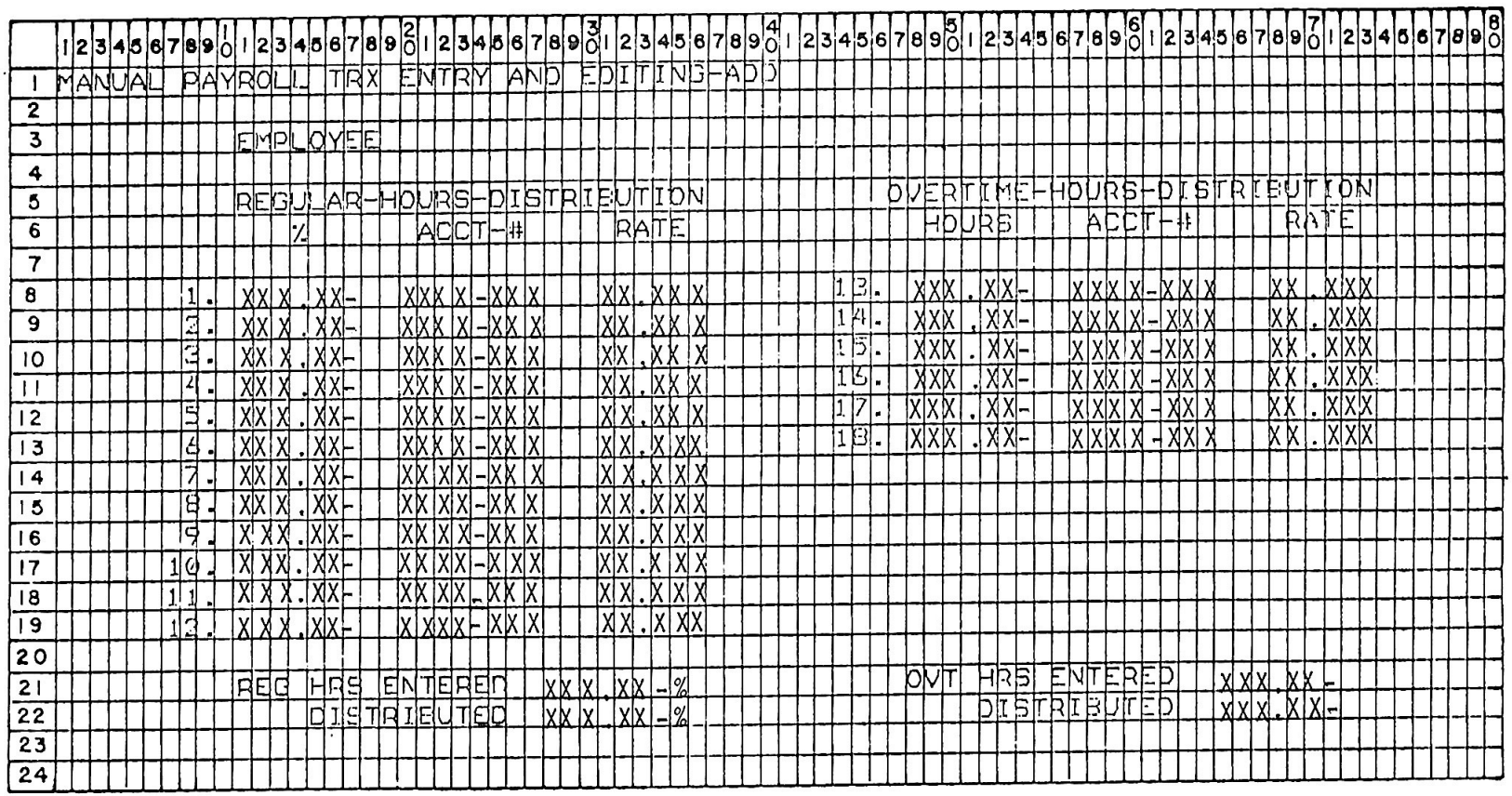
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing
Add

Display Screen: 80 X 24



REMARKS: If a salaried employee: 1) Distribution is by % of gross pay, 2) No rates can be entered, and 3) "%" is displayed at line 6, columns 12-16 and at lines 21 and 22, column 35, overtime hours are always distributed by hours. "Salary" or "Hourly" is displayed at line 3, columns 59-64 according to employee type. Rates default off employee file with "Return".

VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing
Change/Inquire

Display Screen: 80 X 24

```
MANUAL PAYROLL TRX ENTRY AND EDITING-CHANGE/INQUIRE

   *1. EMPLOYEE #      XXXX   XXX XXXXX XXXXX XXXXX XXXXX XX

    2. CHECK #         XXXXX                19. FICA          XXX.XX-
    3. CHECK DATE      XX/XX/XX             20. FWT           X,XXX.XX-
    4. PAY PRD DTE     XX/XX/XX             21. SWT           X,XXX.XX-
                                            22. OST           X,XXX.XX-
    5. GROSS PAY       XX,XXX.XX-           23. CWF           XXX.XX-
    6. TXBL GROSS      XX,XXX.XX
    7. REG PAY/SAL     XX,XXX.XX            24. SAV END DED   XXX.XX-
    8. REG HRS         XXX.XX-              25. SAV ACT DED   XXX.XX-
    9. OVERTM PAY      X,XXX.XX-            26. LOAN DED      XXX,XX-
   10. OVERTM HRS      XXX.XX-              27. GARNISH DED   XXX.XX-
   11. VACATN PAY      X,XXX.XX-            28. XXXXXX        XXX.XX-
   12. VACATN HRS      XXX.XX-              29. XXXXXX        XXX.XX-
   13. HOLIDAY PAY     X,XXX.XX-            30. XXXXXX        XXX.XX-
   14. SICK PAY        X,XXX.XX-            31. XXXXXX        XXX.XX-
   15. SICK HRS        XXX.XX-              32. XXXXXX        XXX.XX-
   16. SPECIAL PAY     X,XXX.XX-            33. XXXXXX        XXX.XX-
   17.                 X,XXX.XX-
   18.                 X,XXX.XX-            34. # WKS WRKD    XX.XX-
                                            35. NET PAY       XX,XXX.XX-
```

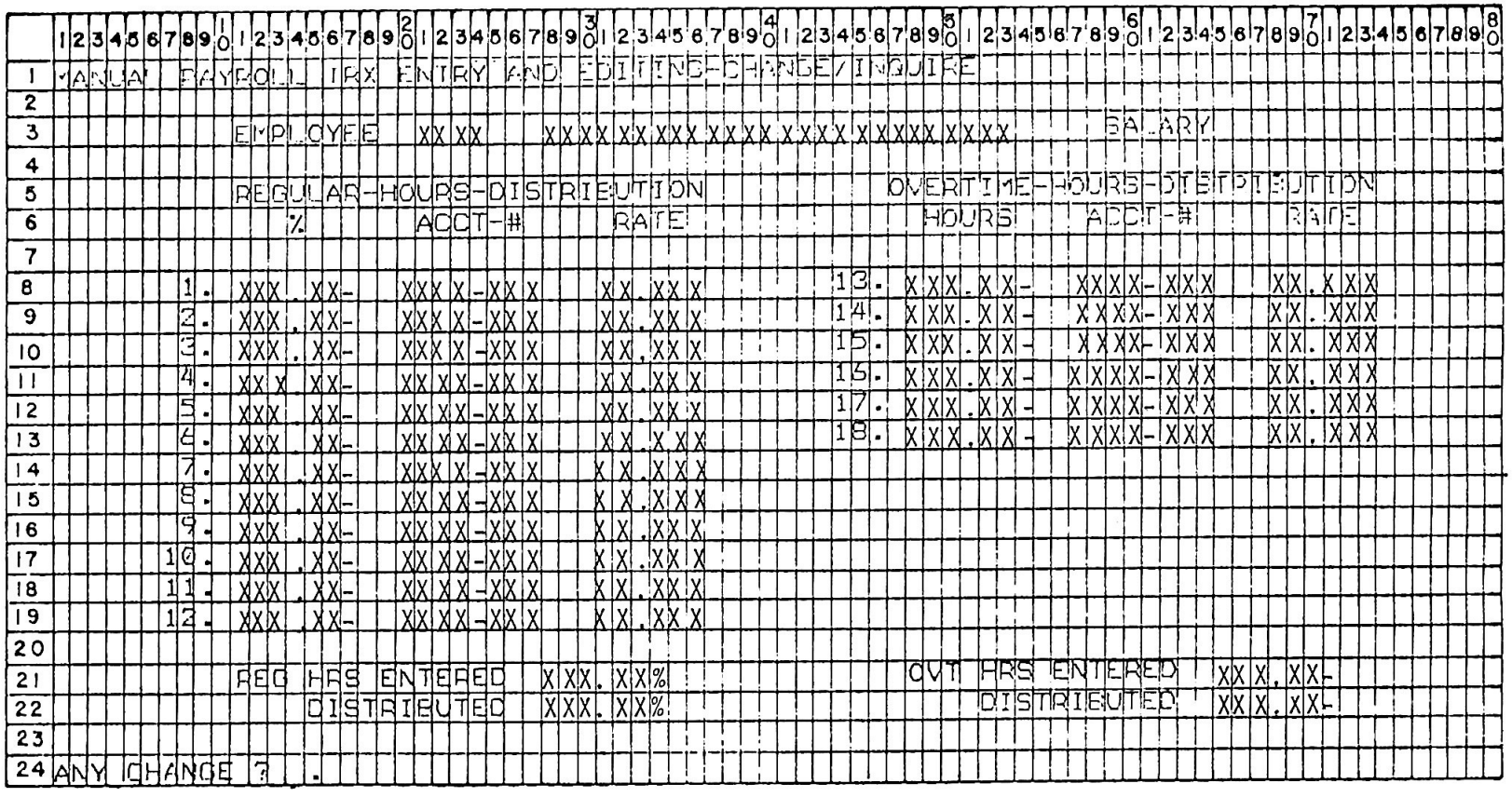
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing
Change/Inquire

Display Screen: 80 X 24



VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll TRX Entry and Editing Delete

Display Screen: 80 X 24

```
MANUAL PAYROLL TRX ENTRY AND EDITING-DELETE

   *1. EMPLOYEE #      XXXX   XXXXXXXXX XXXXXXXXXX XXXXX XXXX

    2. CHECK #         XXXXXX              19. FICA          XX X.XX-
    3. CHECK DATE      XX/XX/XX            20. FWT           X,XXX.XX-
    4. PAY PRD DTE     XX/XX/XX            21. SWT           X,XXX.XX-
                                           22. OST           X,XXX.XX-
    5. GROSS PAY       XX,XXX.XX-          23. CWT           XXX.XX-
    6. TXBL GROSS      XX,XXX.XX-
    7. REG PAY/SAL     XX,XXX.XX-          24. SAV END DED   XXX.XX-
    8. REG HRS         XXX.XX-             25. SAV ACT DED   XXX.XX-
    9. OVERTM PAY      X,XXX.XX-           26. LOAN DED      XXX.XX-
   10. OVERTM HRS      XXX.XX-             27. GARNISH DED   XXX.XX-
   11. VACATN PAY      X,XXX.XX-           28. XXXXXXX       XXX.XX-
   12. VACATN HRS      XXX.XX-             29. XXXXXXX       XXX.XX-
   13. HOLIDAY PAY     X,XXX.XX-           30. XXXXXXX       XXX.XX-
   14. SICK PAY        X,XXX.XX-           31. XXXXXXX       XXX.XX-
   15. SICK HRS        XXX.XX-             32. XXXXXXX       XXX.XX-
   16. SPECIAL PAY     X,XXX.XX-           33. XXXXXXX       XXX.XX-
   17.                 X,XXX.XX-
   18.                 X,XXX.XX-           34. # WKS WRKD     XX.XX-
                                           35. NET PAY       XX.XX-
```

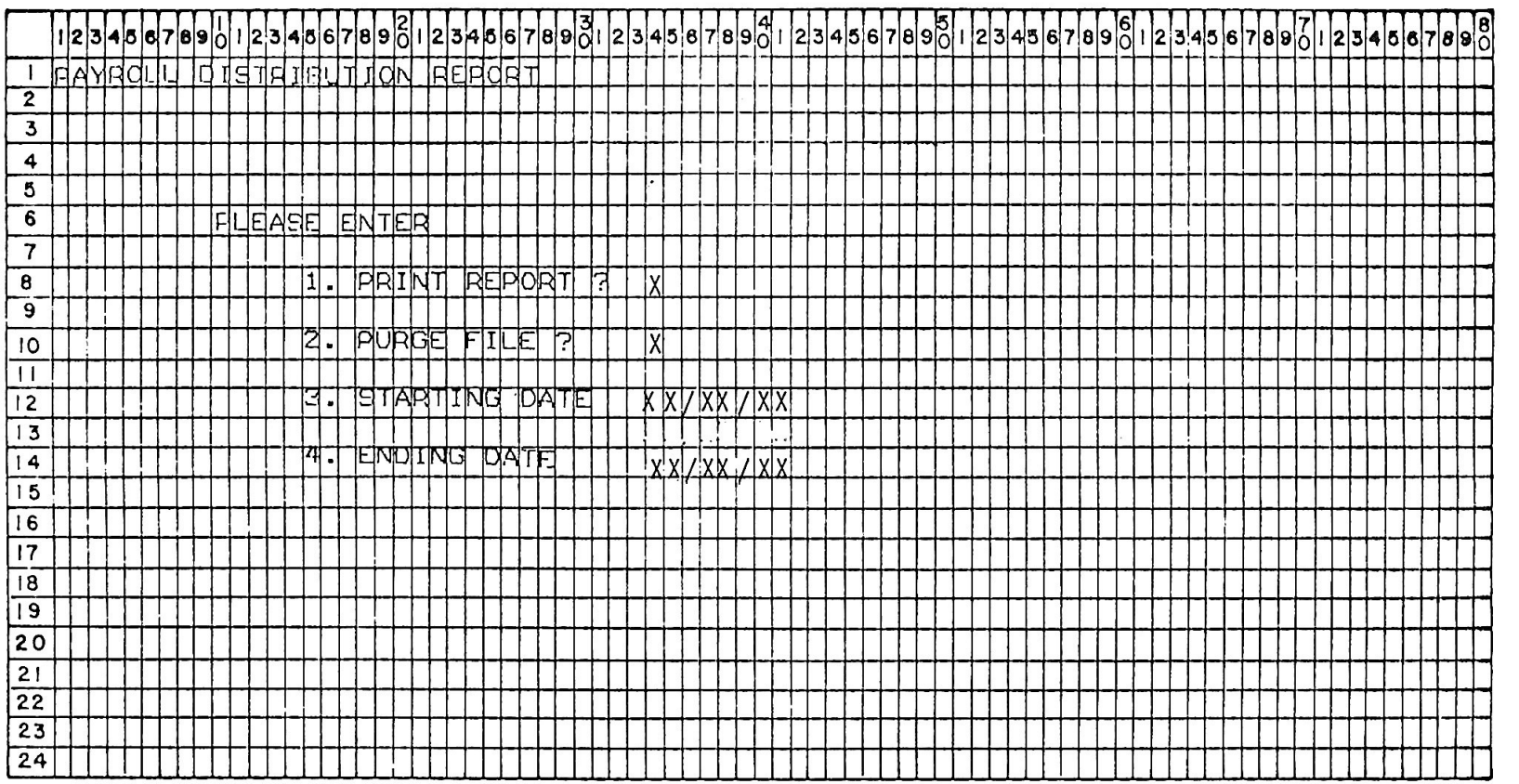
VIDEO DISPLAY UNIT FORMAT

PAYROLL

Payroll Distribution Report

D-BASIC
Release: 001
Date: 2/1/79

Display Screen: 64 X 16



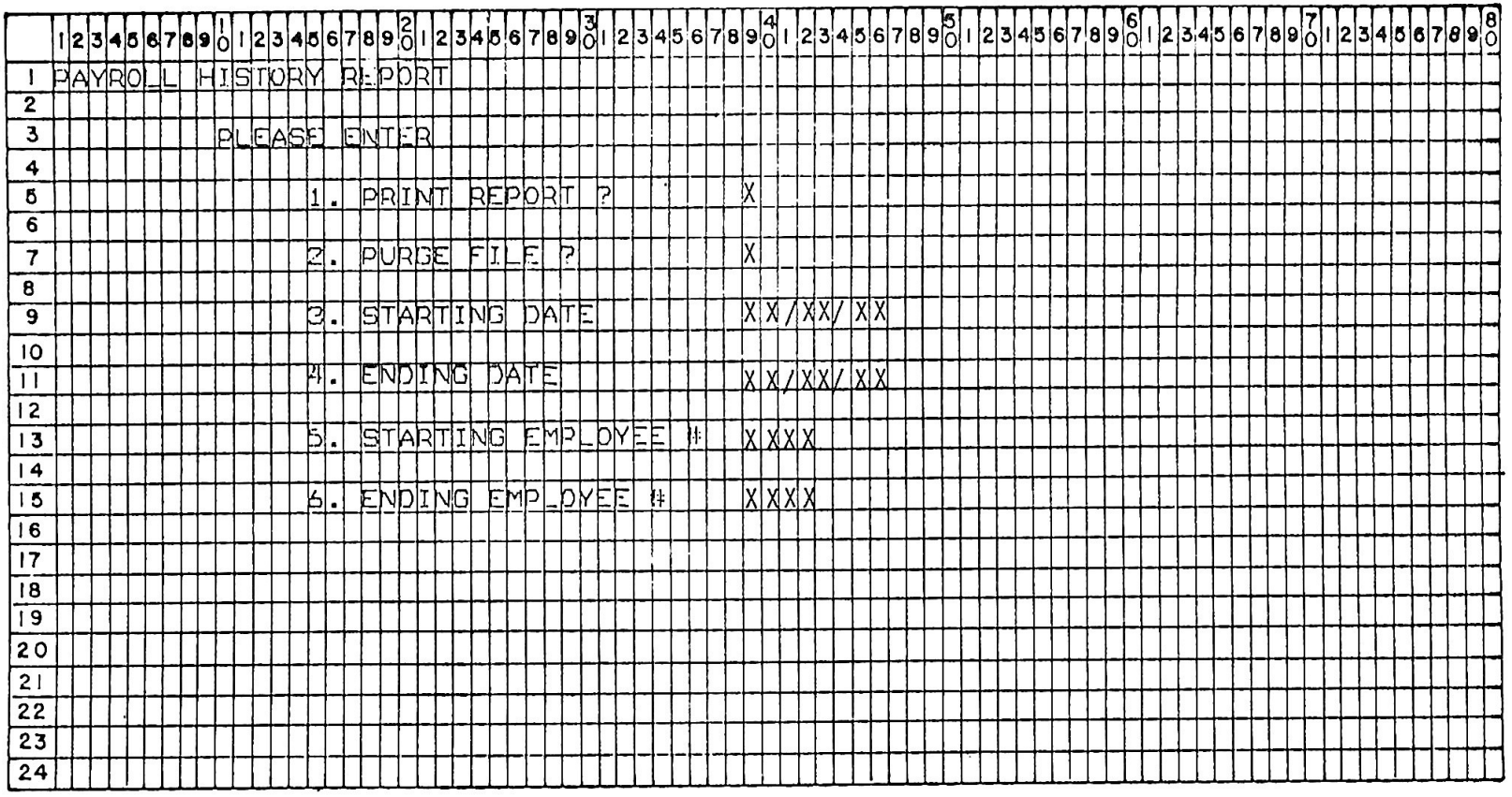
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll History Report

Display Screen: 64 X 16



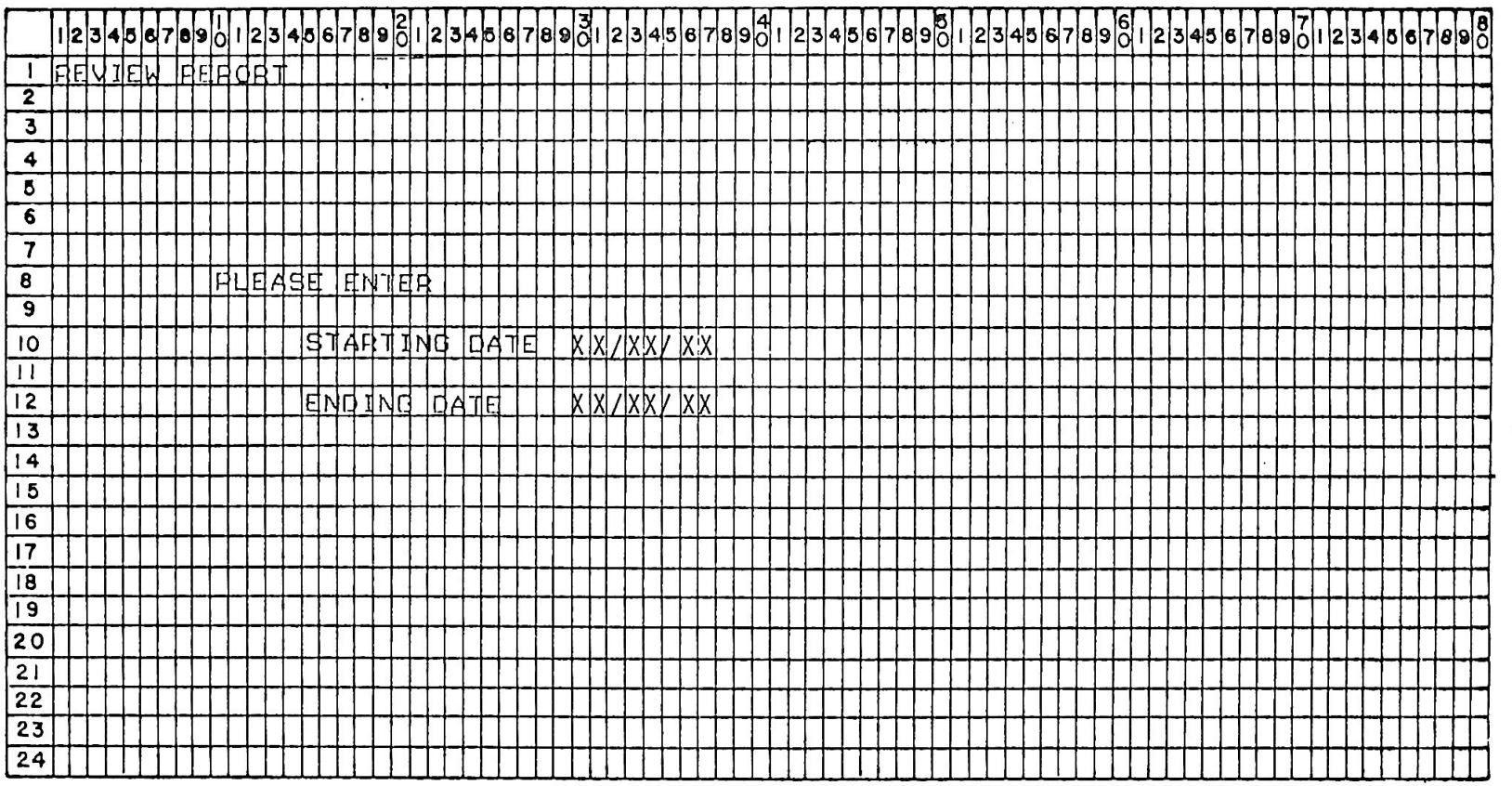
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Review Report

Display Screen: 64 X 16



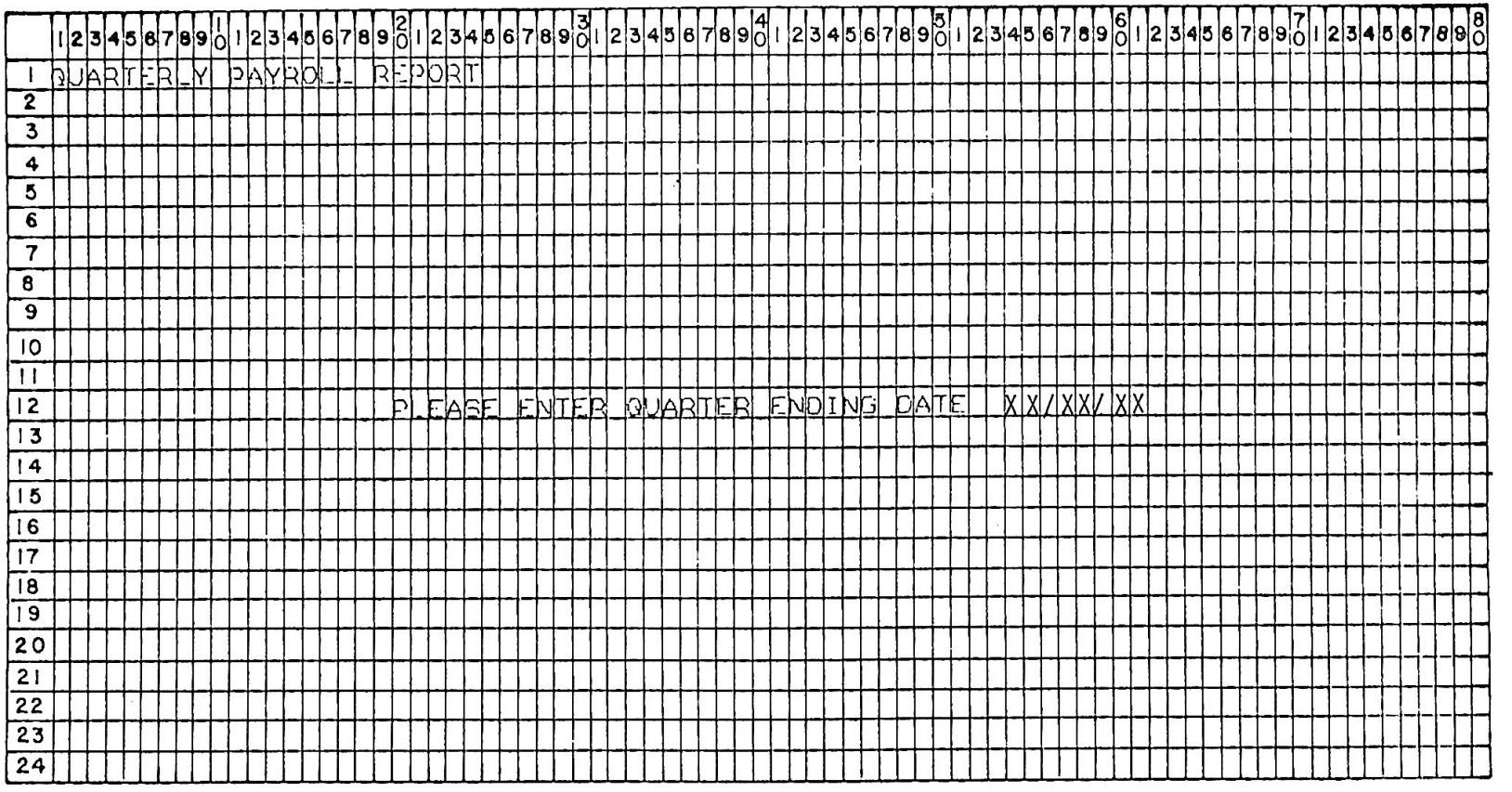
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Quarterly Payroll Report

Display Screen: 64 X 16



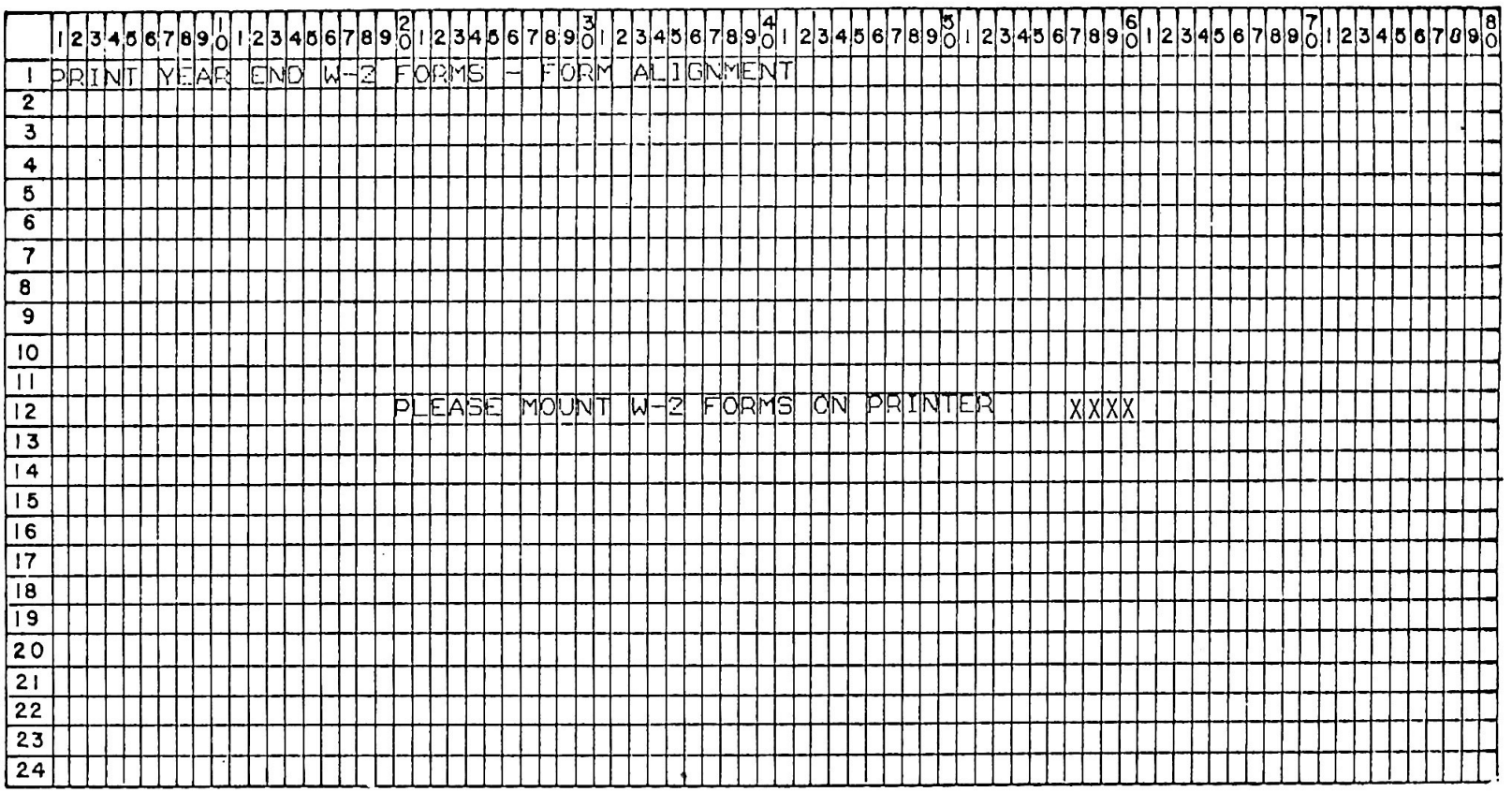
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Print Year End W-2 Forms Form Alignment

Display Screen: 64 X 16



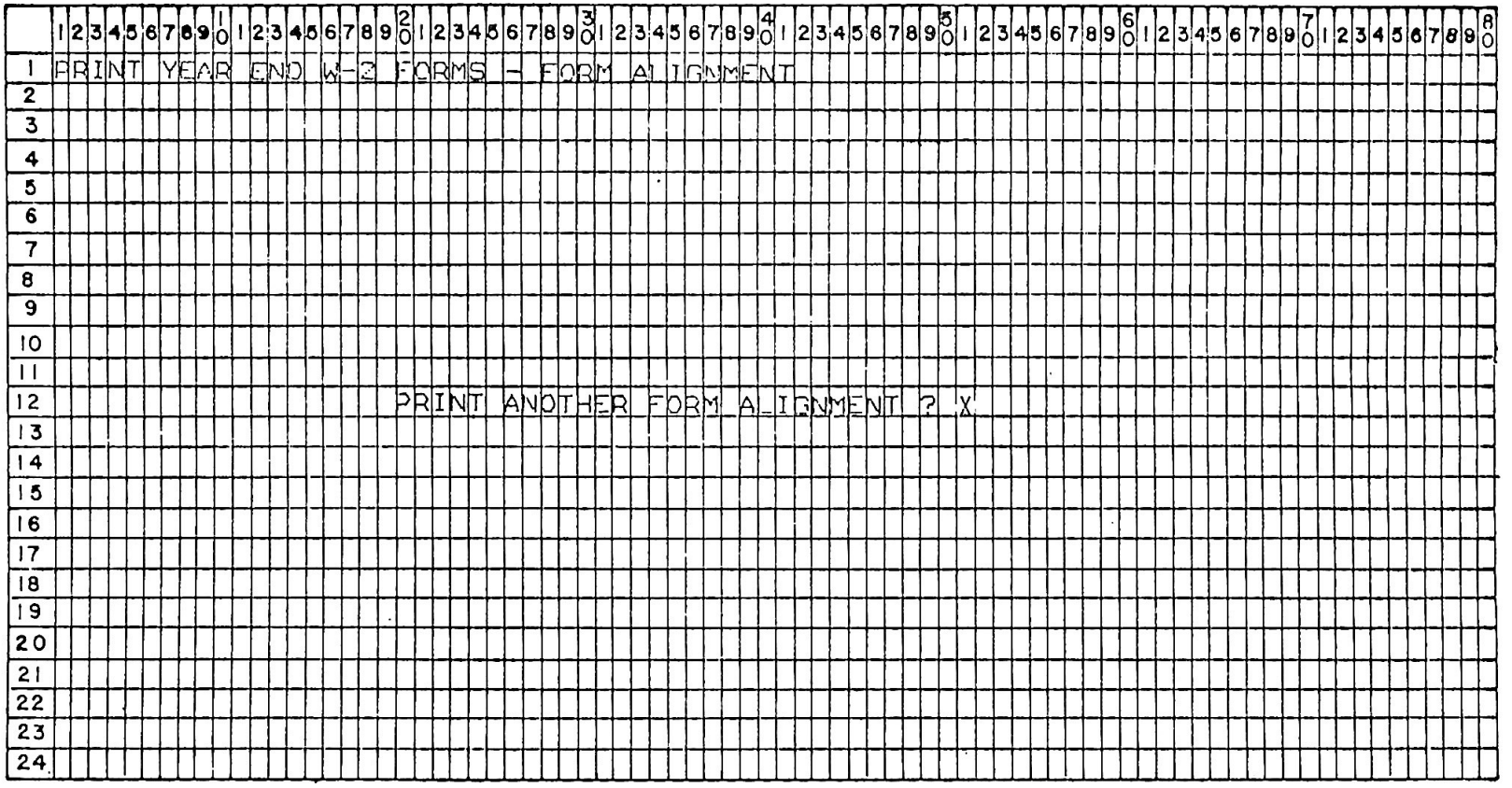
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Print Year End W-2 Forms Form Alignment

Display Screen: 64 X 16



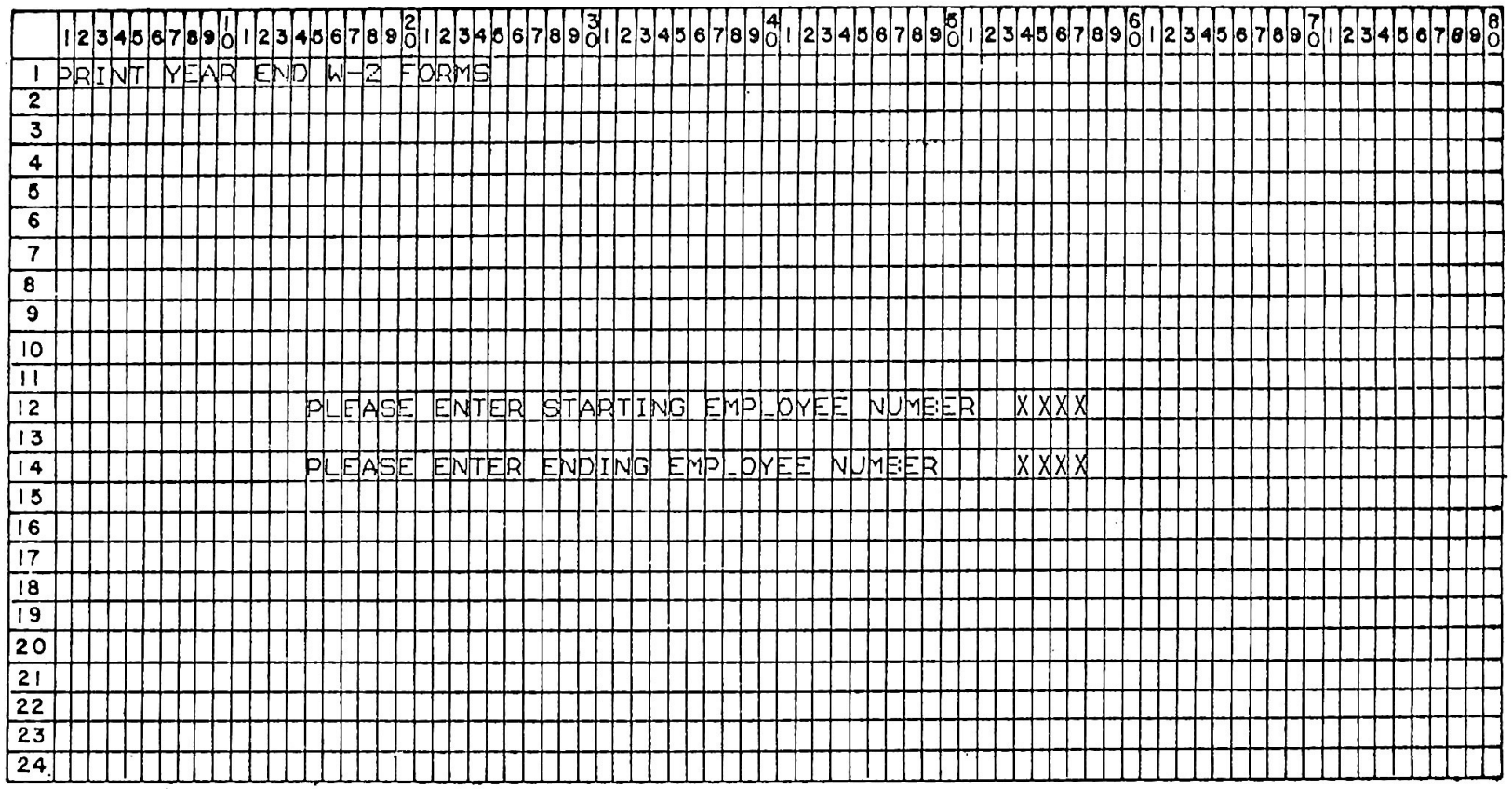
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Print Year End W-2 Forms

Display Screen: 64 X 16



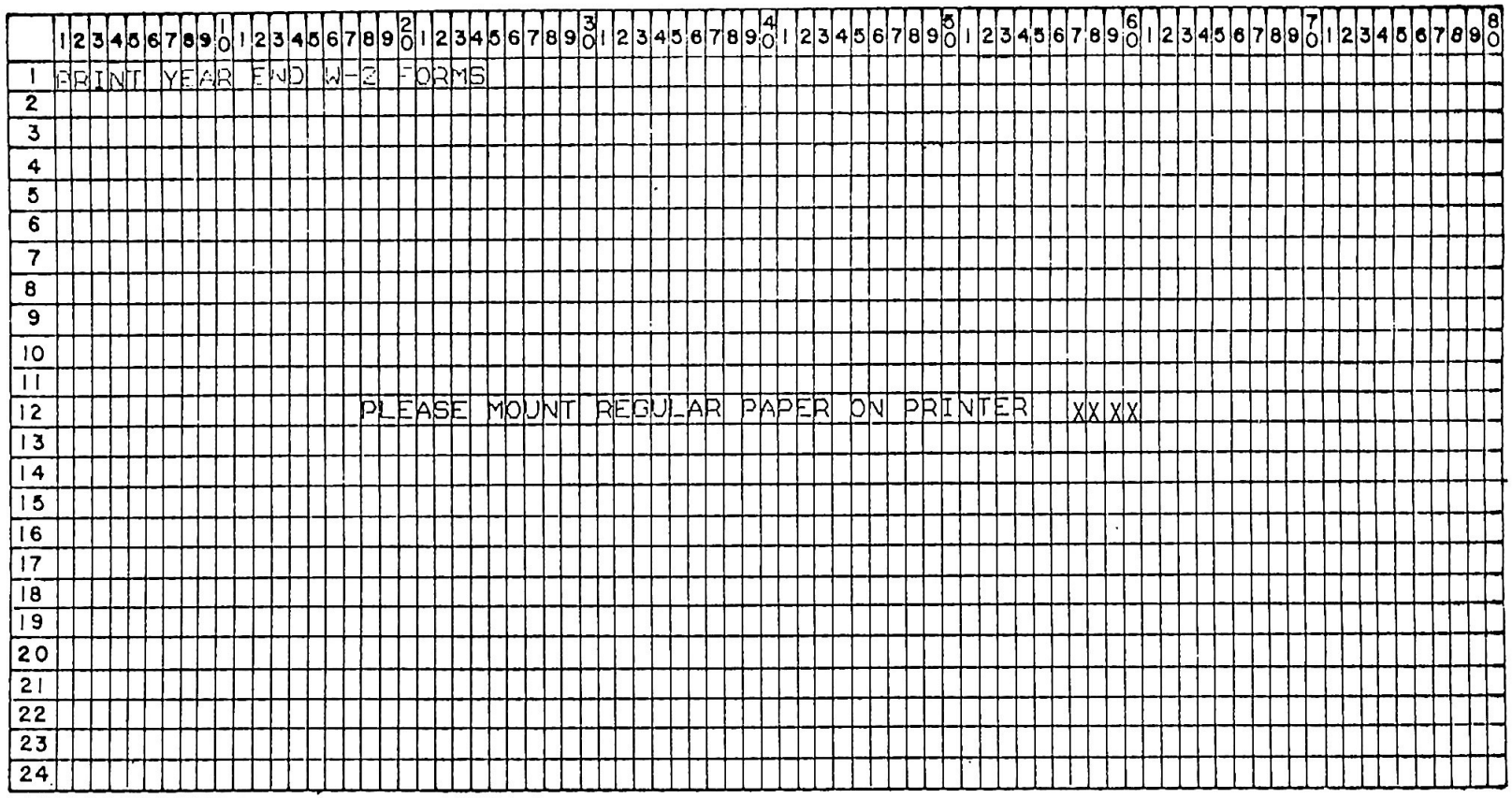
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Print Year End W-2 Forms

Display Screen: 64 X 16



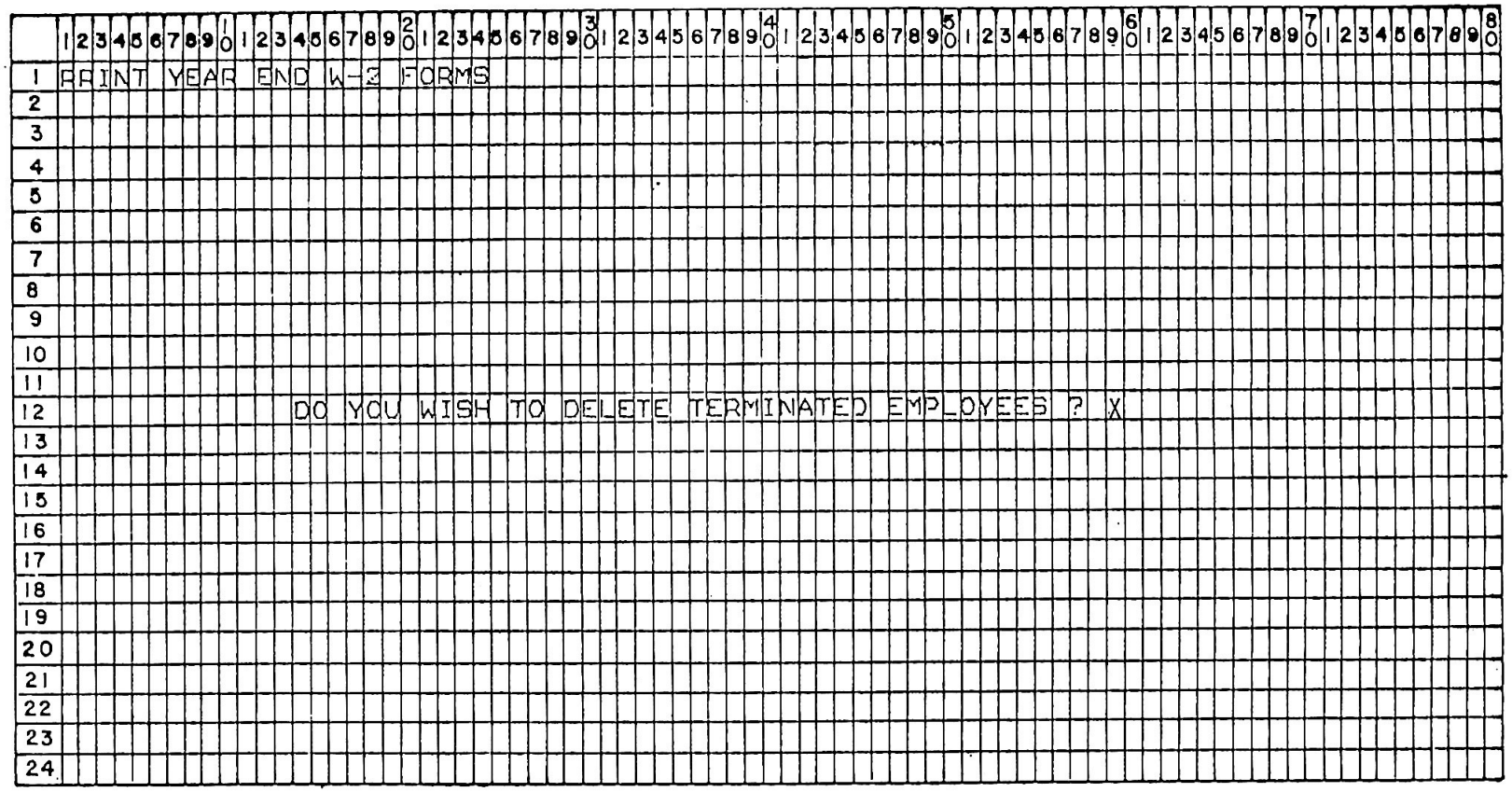
VIDEO DISPLAY UNIT FORMAT

PAYROLL

Print Year End W-2 Forms

D-BASIC
Release: 001
Date: 2/1/79

Display Screen: 64 X 16



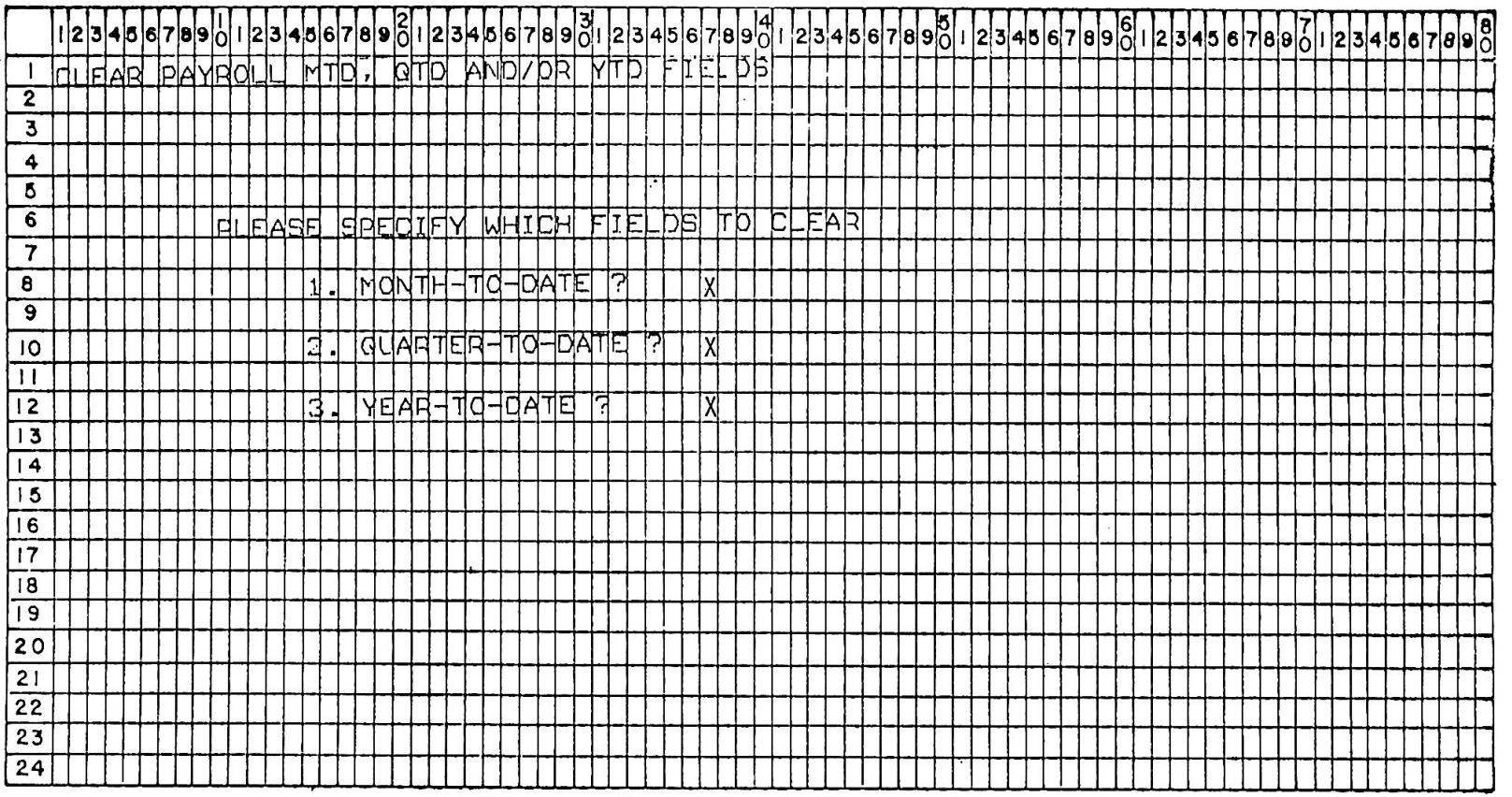
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Clear Payroll MTD, QTD, And/Or YTD Fields

Display Screen: 64 X 16



REMARKS: Ask "Are you sure?" after "Any change?" is answered "N".

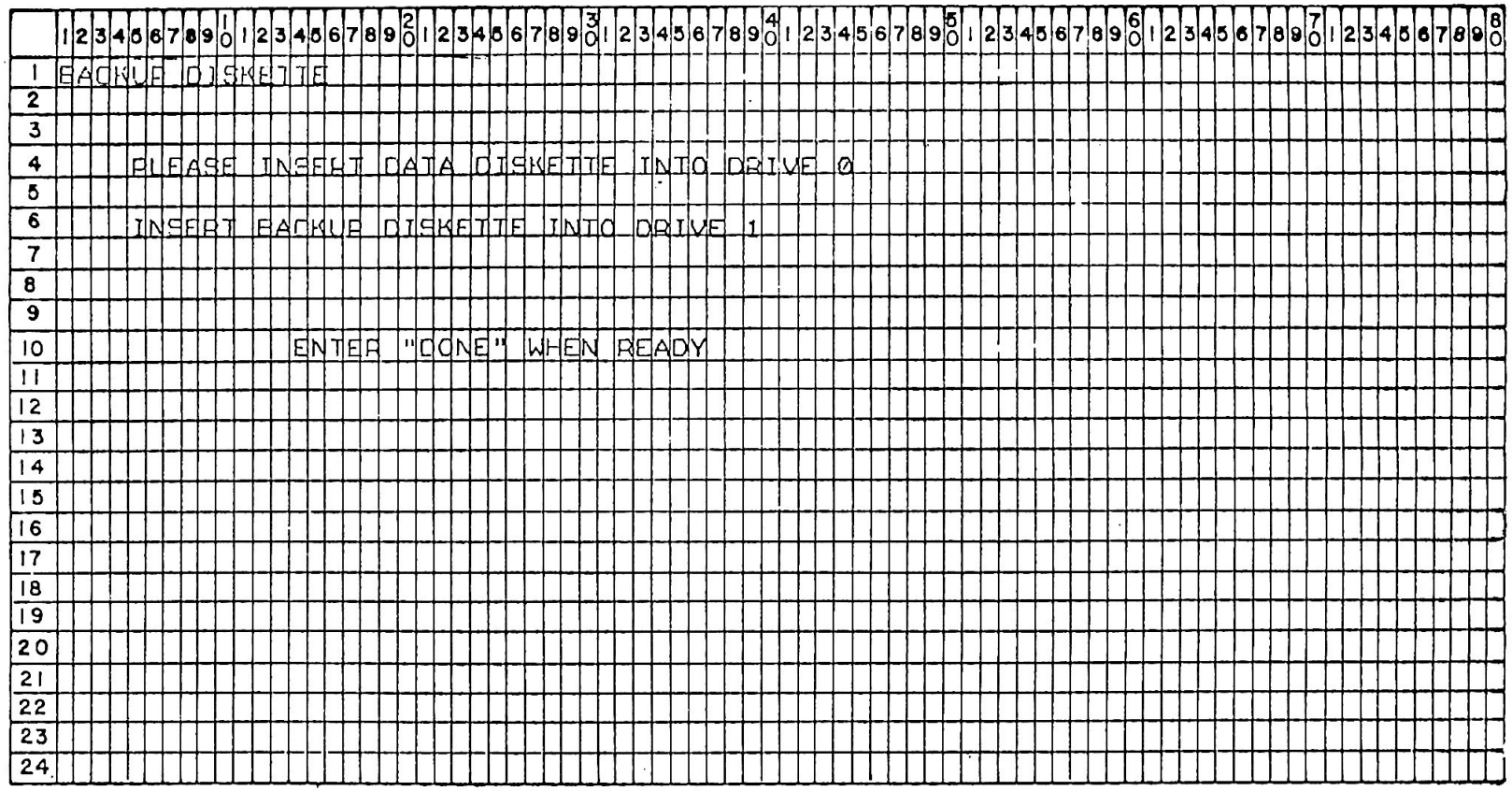
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Backup Diskette

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Initiate Payroll System

Display Screen: 64 X 16

```
INITIATE PAYROLL SYSTEM

PLEASE SELECT APPLICATION.

   1. ESTIMATE DISK REQUIREMENTS

   2. ALLOCATE FILES

   3. ADD/CHANGE COMPANY NAME FILE

   4. BUILD INITIAL PAYROLL CONTROL
```

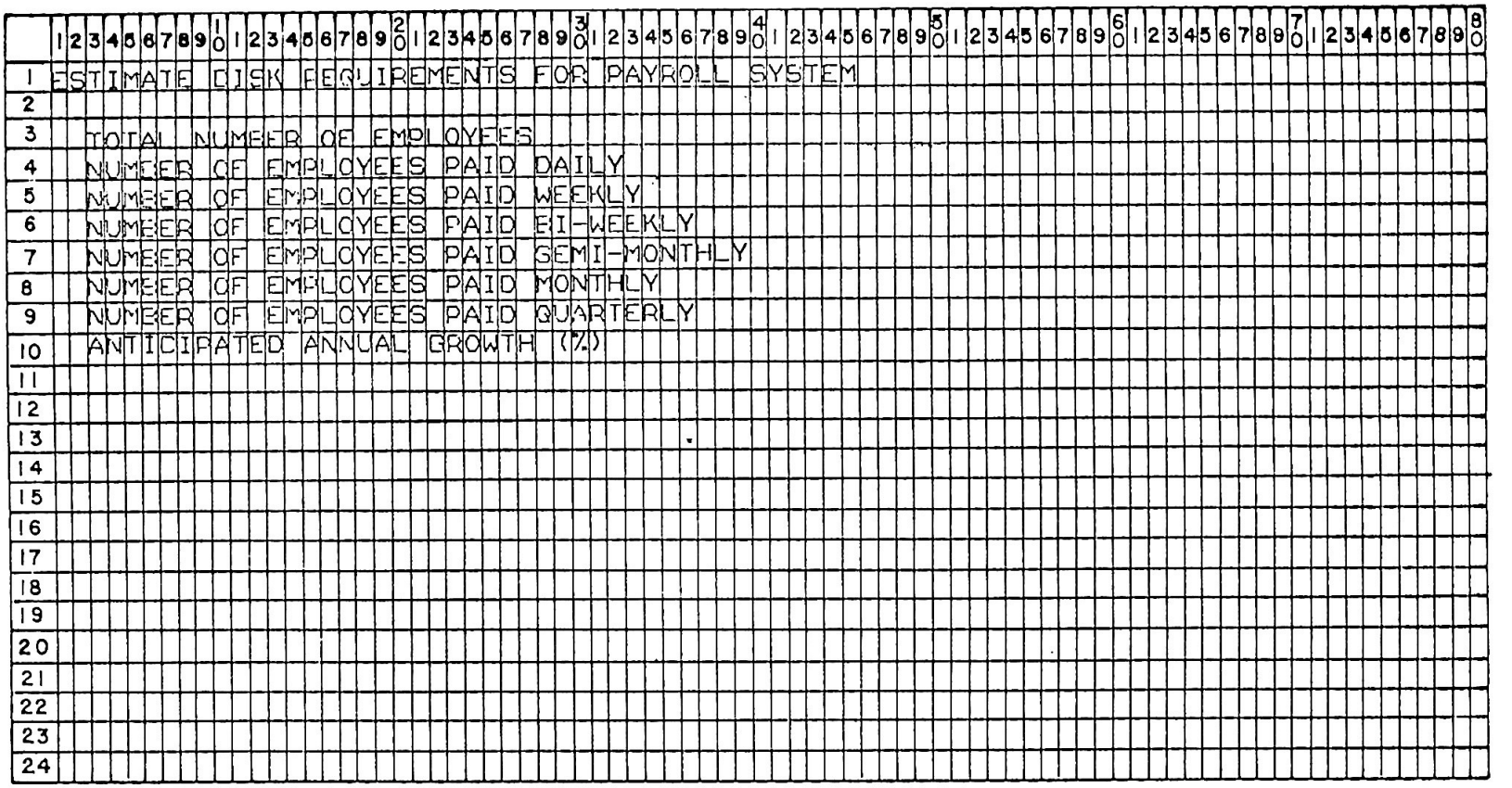
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Estimate Disk Requirements For Payroll System

Display Screen: 64 X 16



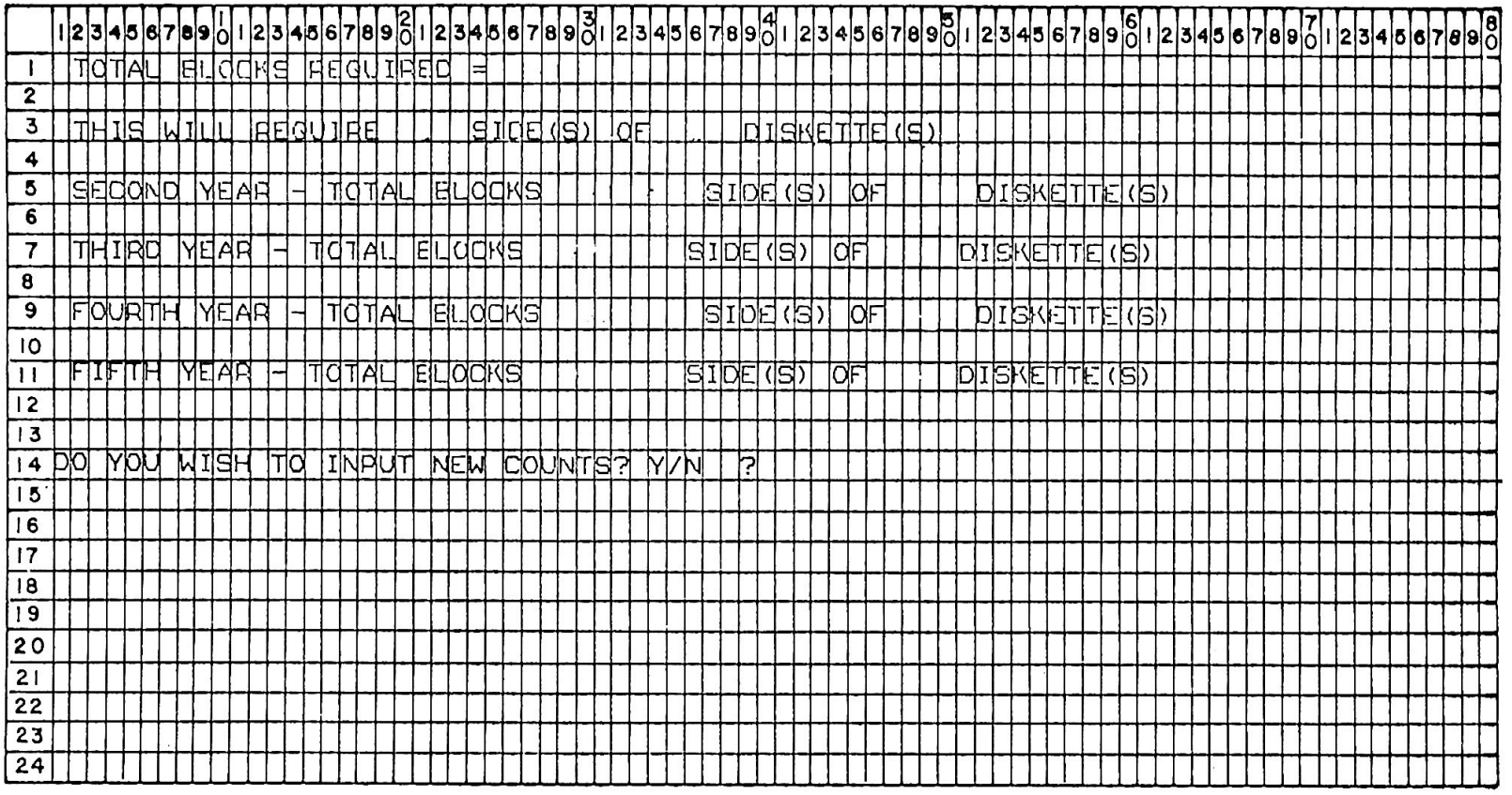
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Total Blocks Required

Display Screen: 64 X 16



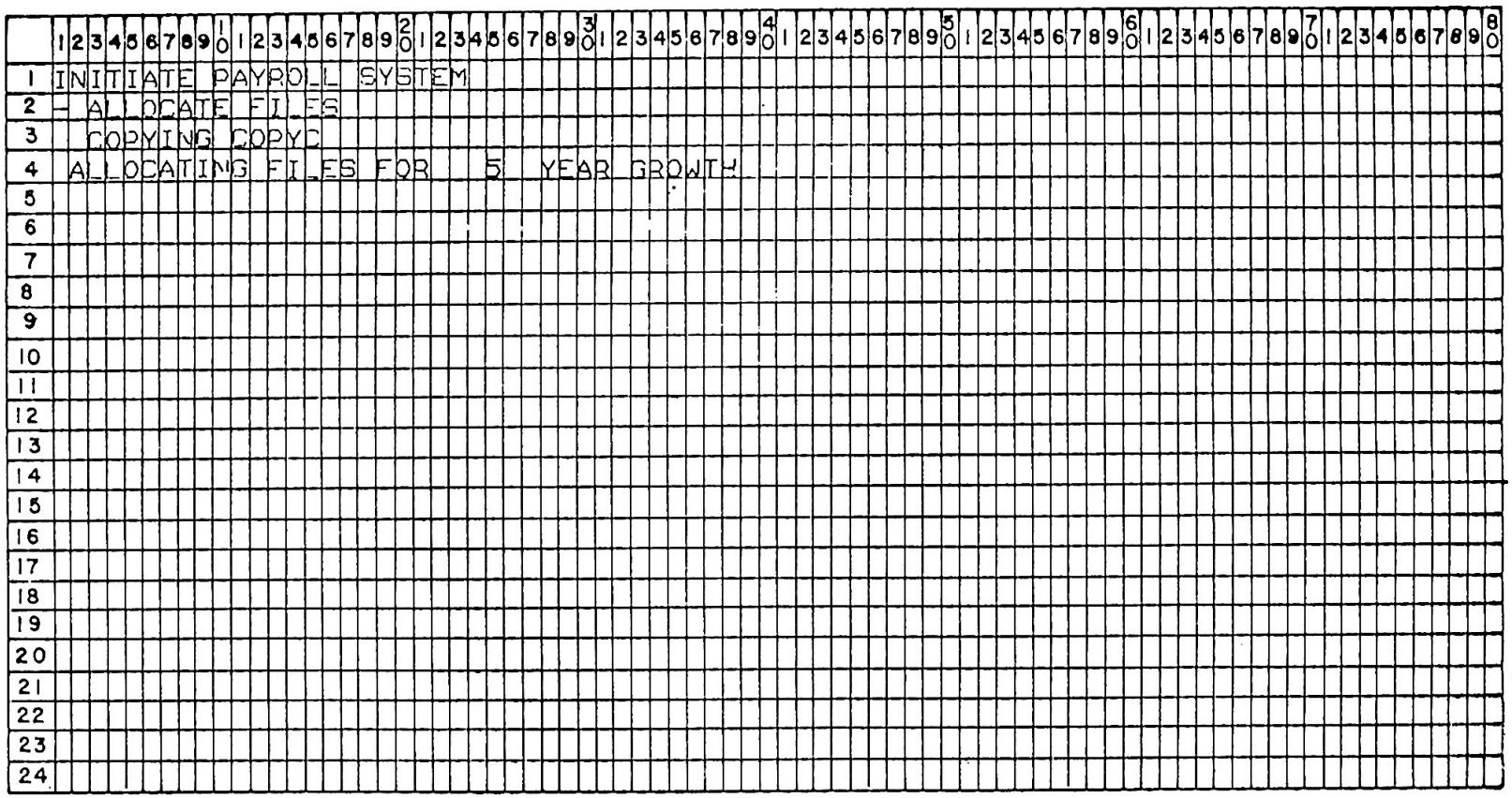
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Initiate Payroll System

Display Screen: 64 X 16



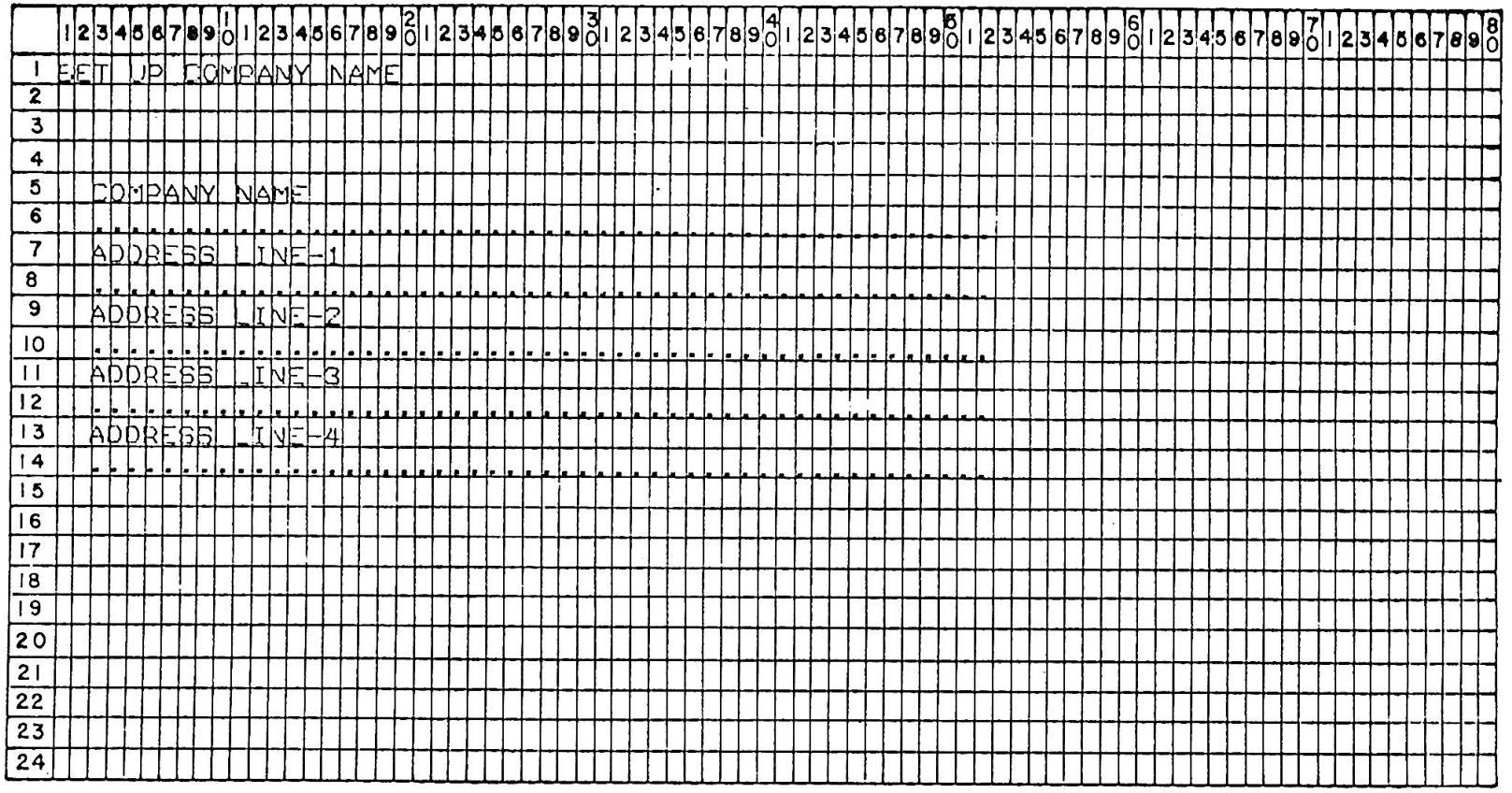
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Set Up Company Name

Display Screen: 64 X 16



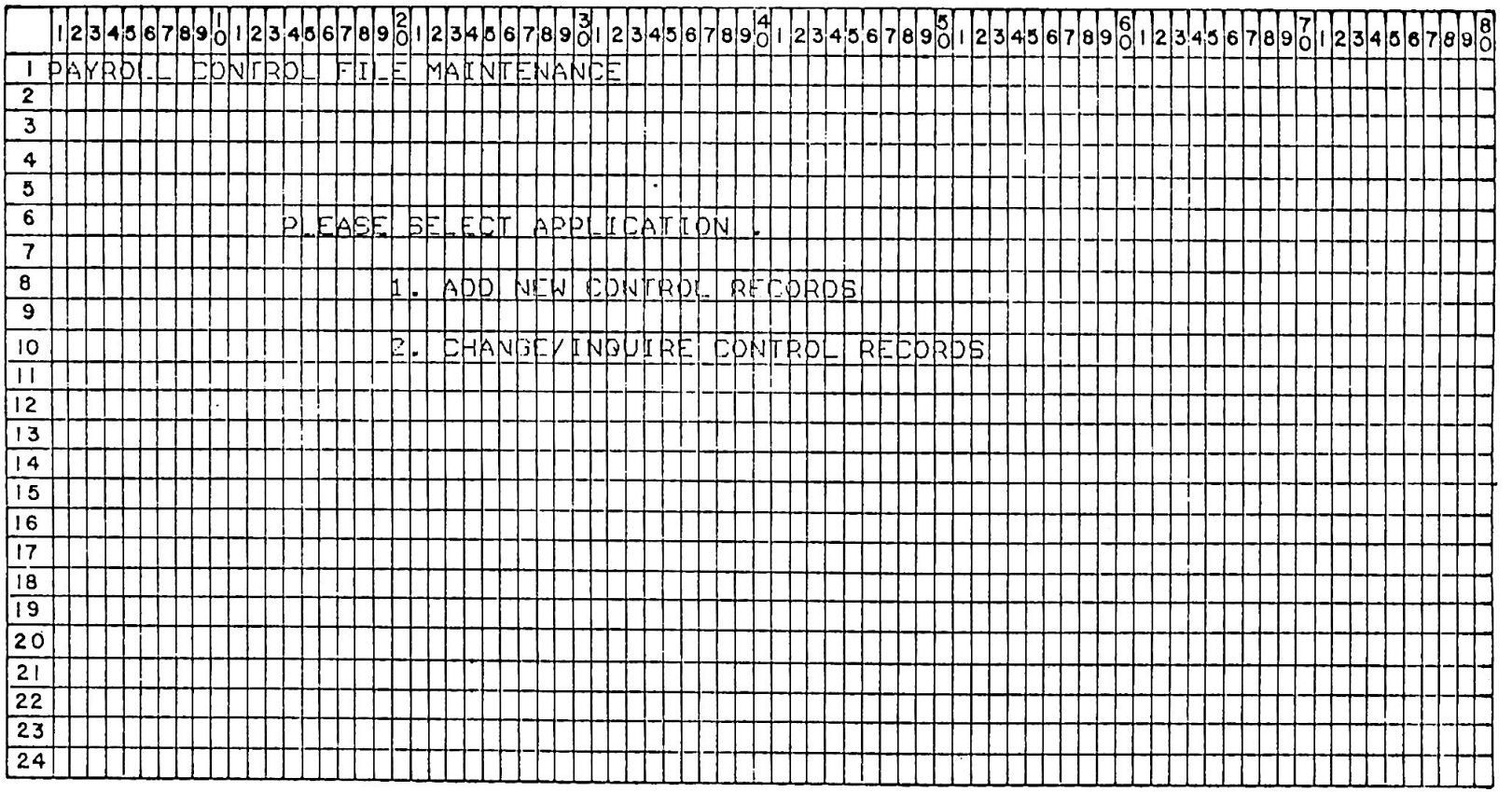
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Control File Maintenance

Display Screen: 64 X 16



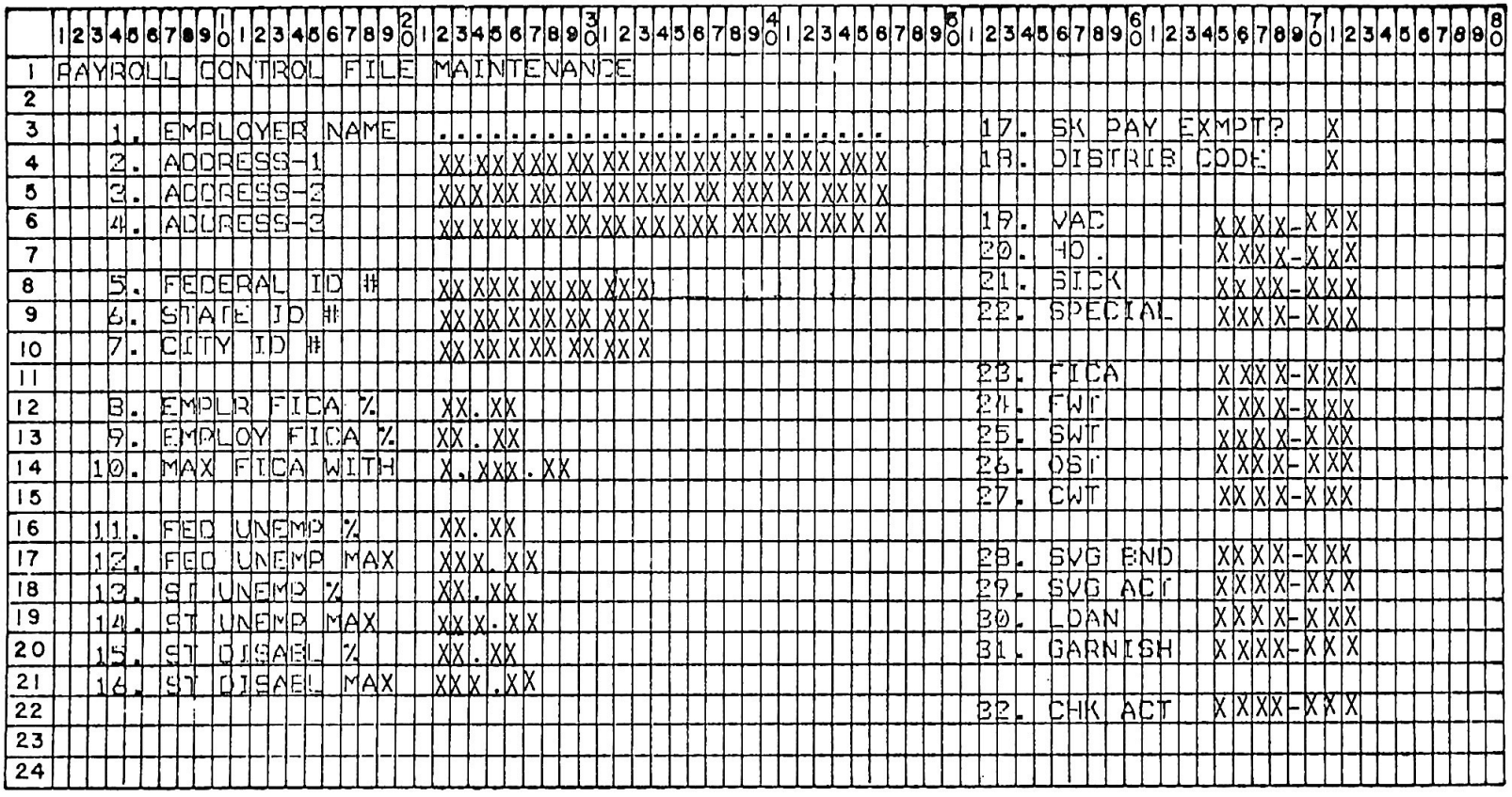
VIDEO DISPLAY UNIT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Control File Maintenance

Display Screen: 80 X 24



SECTION 8
REPORT FORMATS

SECTION 8
REPORT FORMATS

SECTION VIII

REPORT FORMATS

PAYROLL

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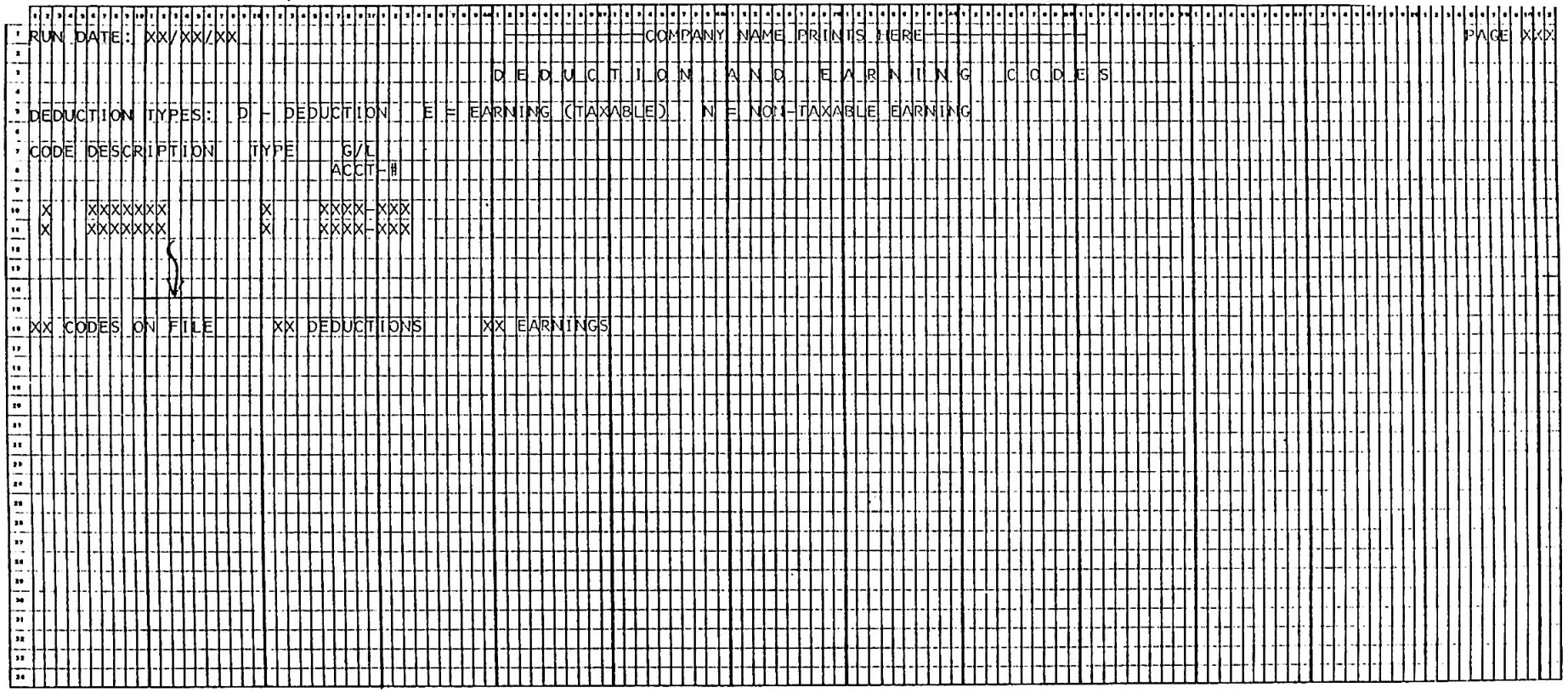
REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deduction and Earning Codes



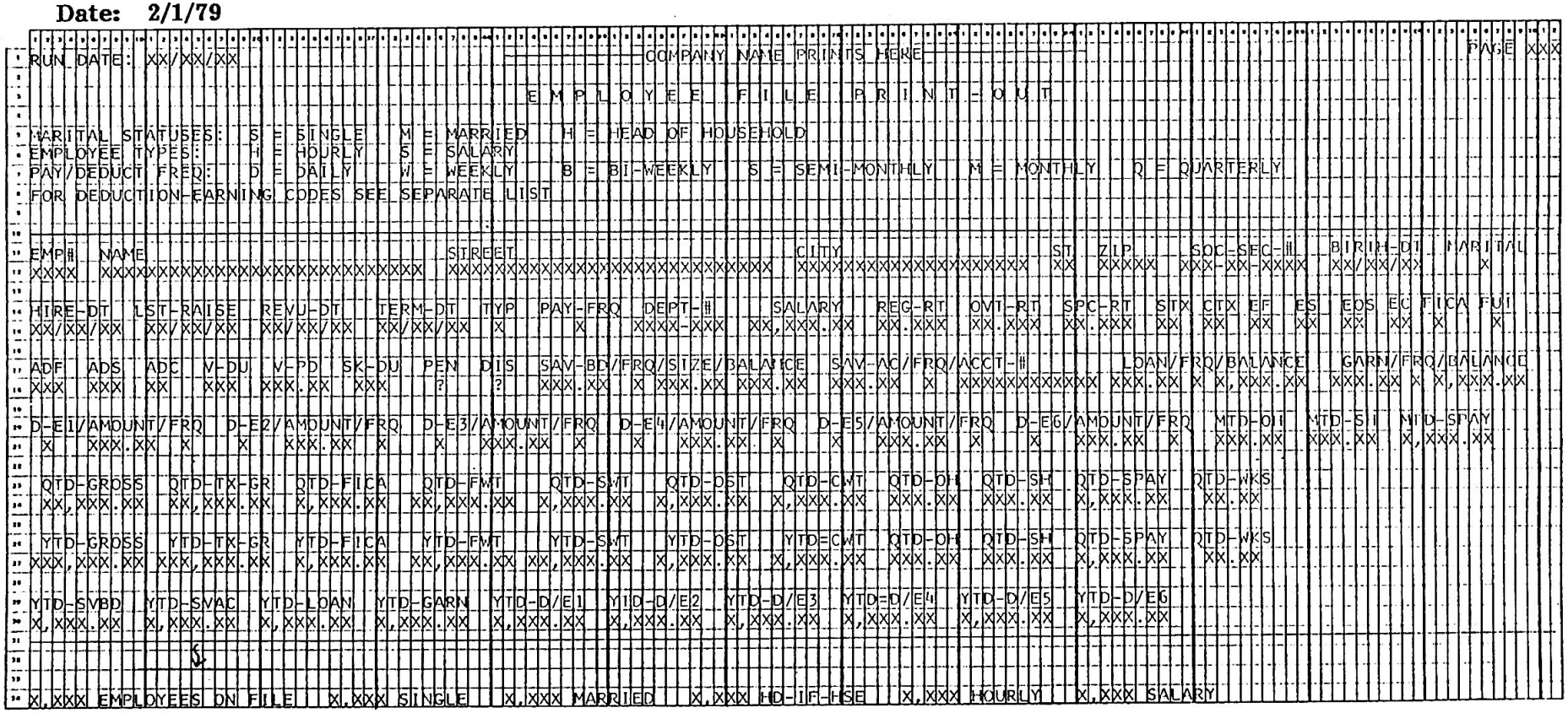
REMARKS NO STARTING AND ENDING #'S ON THIS PRINT-OUT.

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Employee File Print-Out



REMARKS PRINT TWO EMPLOYEES PER PAGE

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Alphabetical Employee List

RUN DATE: XX/XX/XX COMPANY NAME PRINTS HERE PAGE XXX

A L P H A B E T I C A L E M P L O Y E E L I S T

EMPLOYEE TYPES: H = HOURLY S = SALARY
PAY FREQUENCIES: D = DAILY W = WEEKLY B = BI-WEEKLY S = SEMI-MONTHLY M = MONTHLY Q = QUARTERLY

EMPL #	NAME	STREET	CITY	ST	ZIP	SOC-SEC-#	EMP TYPE	PAY FREQ	TERM DATE
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	XX	XXXXX	XXX-XX-XXXX	X	X	XX/XX/XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	XX	XXXXX	XXX-XX-XXXX	X	X	XX/XX/XX

X,XXX EMPLOYEES X,XXX DAILY X,XXX WKLY X,XXX BI-WKLY X,XXX SEMI-MONTHLY X,XXX MONTHLY X,XXX QUARTERLY X,XXX TERMINATED

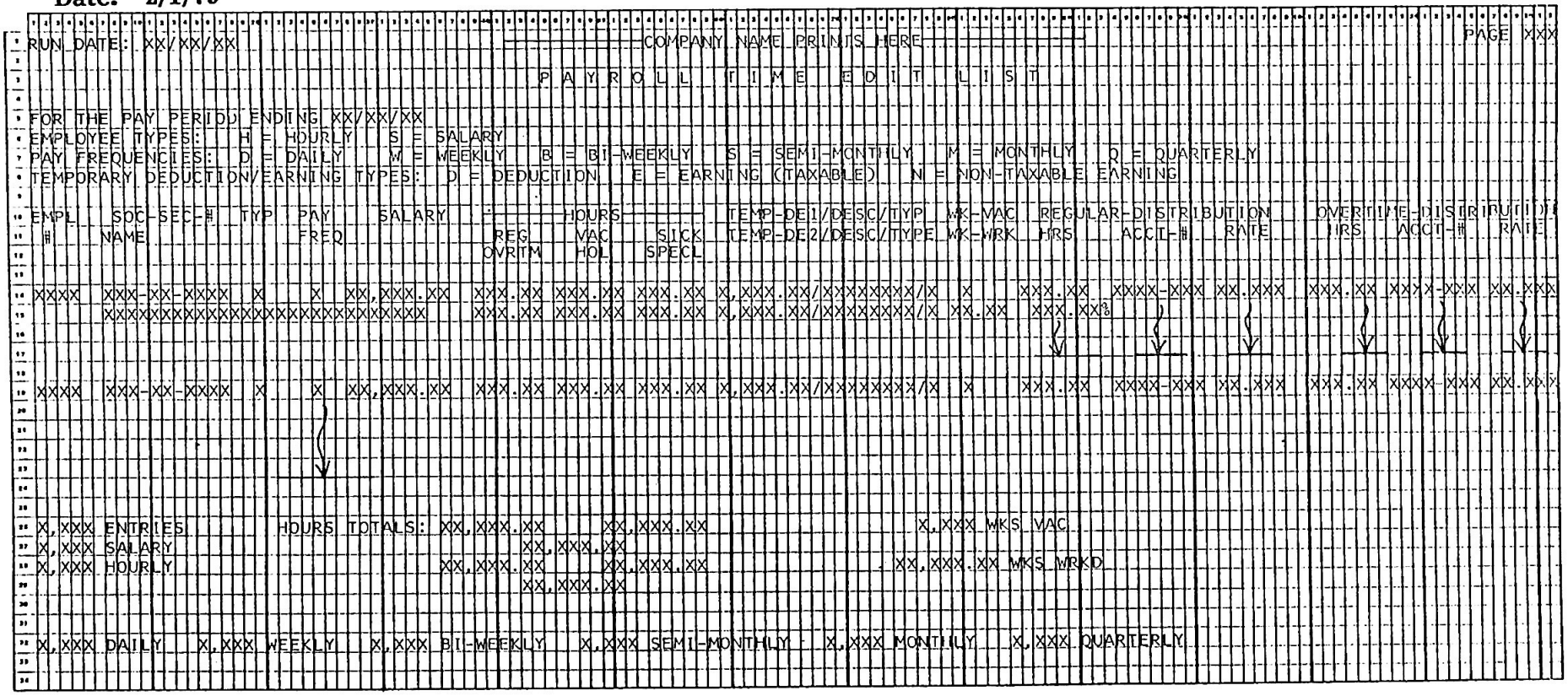
REMARKS IF TERMINATED EMPLOYEES ARE NOT TO BE PRINTED, COLUMNS 123-130 ARE NOT PRINTED.

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Time Edit List



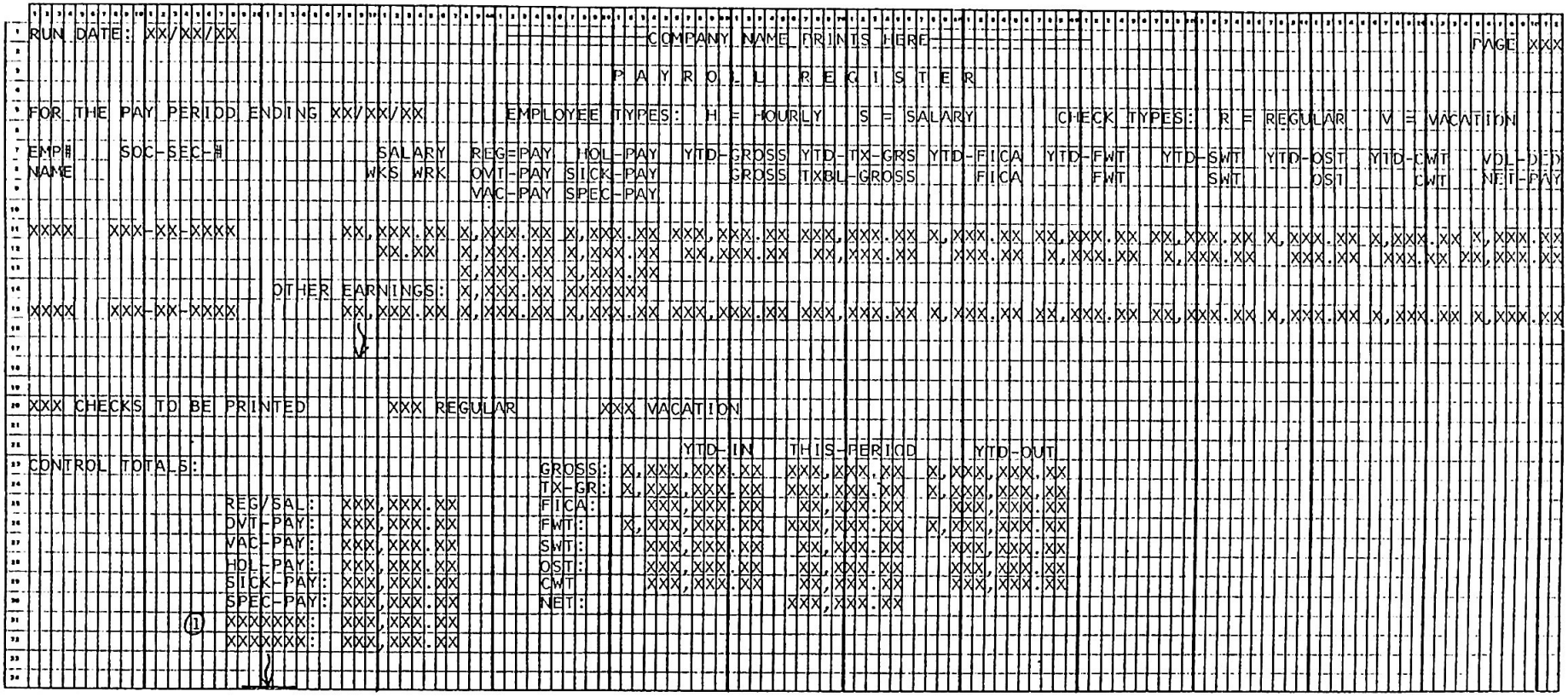
REMARKS UNDER THE "REGULAR-DISTRIBUTION" HOURS COLUMN "%" IS PRINTED IN COLUMN 92 WHEN THE EMPLOYEE IS BEING PAID A SALARY.
(EXCEPT FOR THE TITLE THIS IS THE SAME REPORT FORMAT FOR "PAYROLL TIME REGISTER".)

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Register



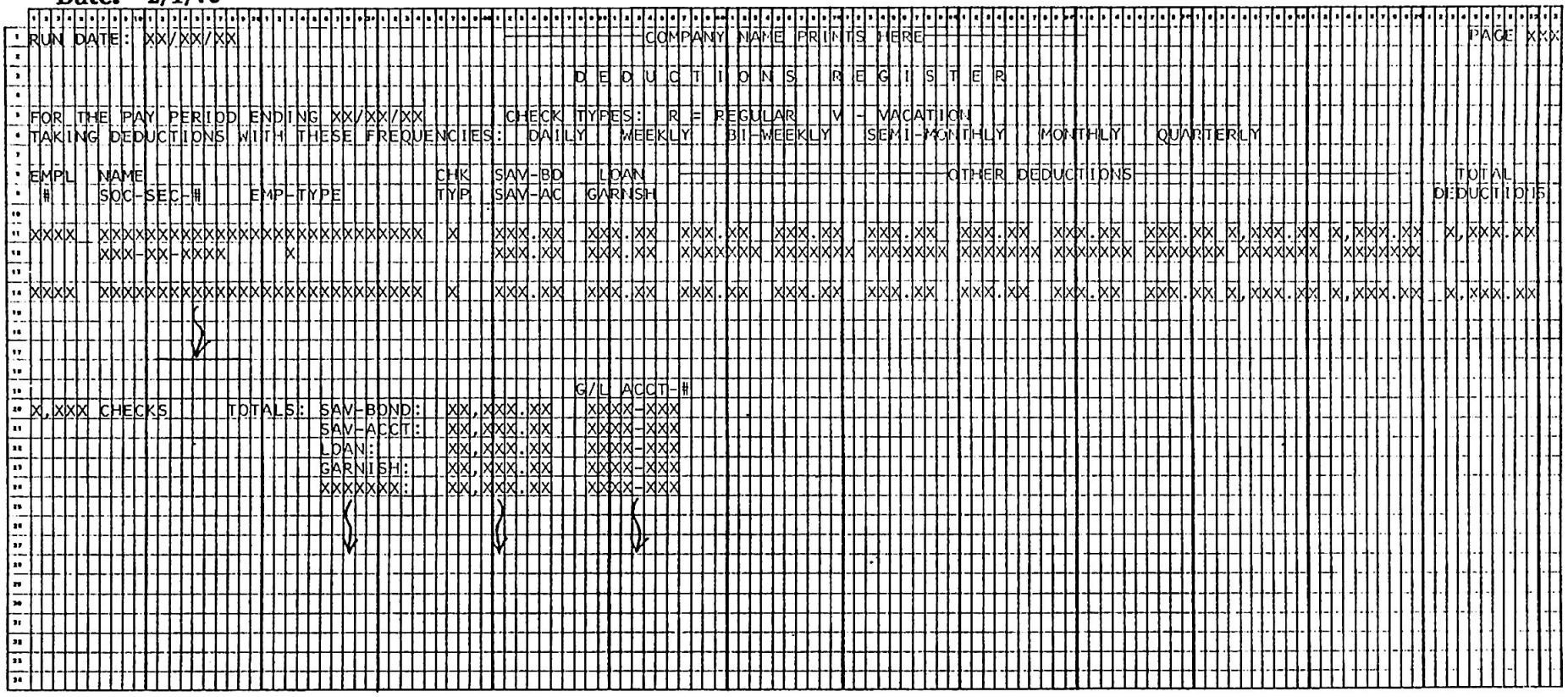
REMARKS (1) OTHER EARNINGS FROM DEDUCTION/EARNINGS FIELDS ON EMPLOYEE FILE OR FROM TEMPORARY DED/EARN ENTRIES, ALONG WITH THEIR 7 CHARACTER DESCRIPTIONS. (IF NONE FOR EMPLOYEE, DON'T PRINT LINE.)

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Deductions Register



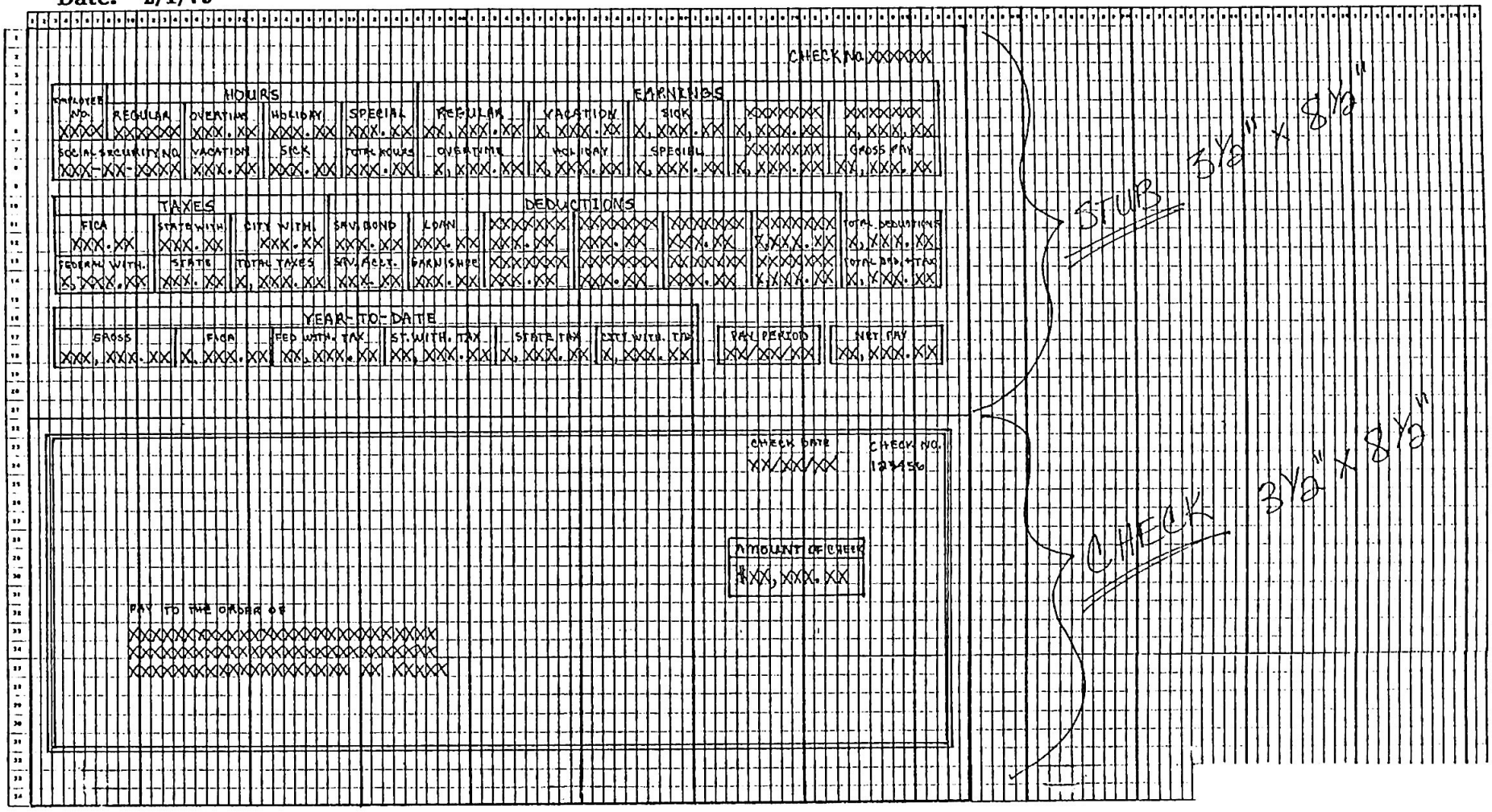
REMARKS G/L ACCT #'S FOR SAV-BOND, SAV-ACCT, LOAN AND GARNISH COME FROM PR-CONTROL FILE.

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check

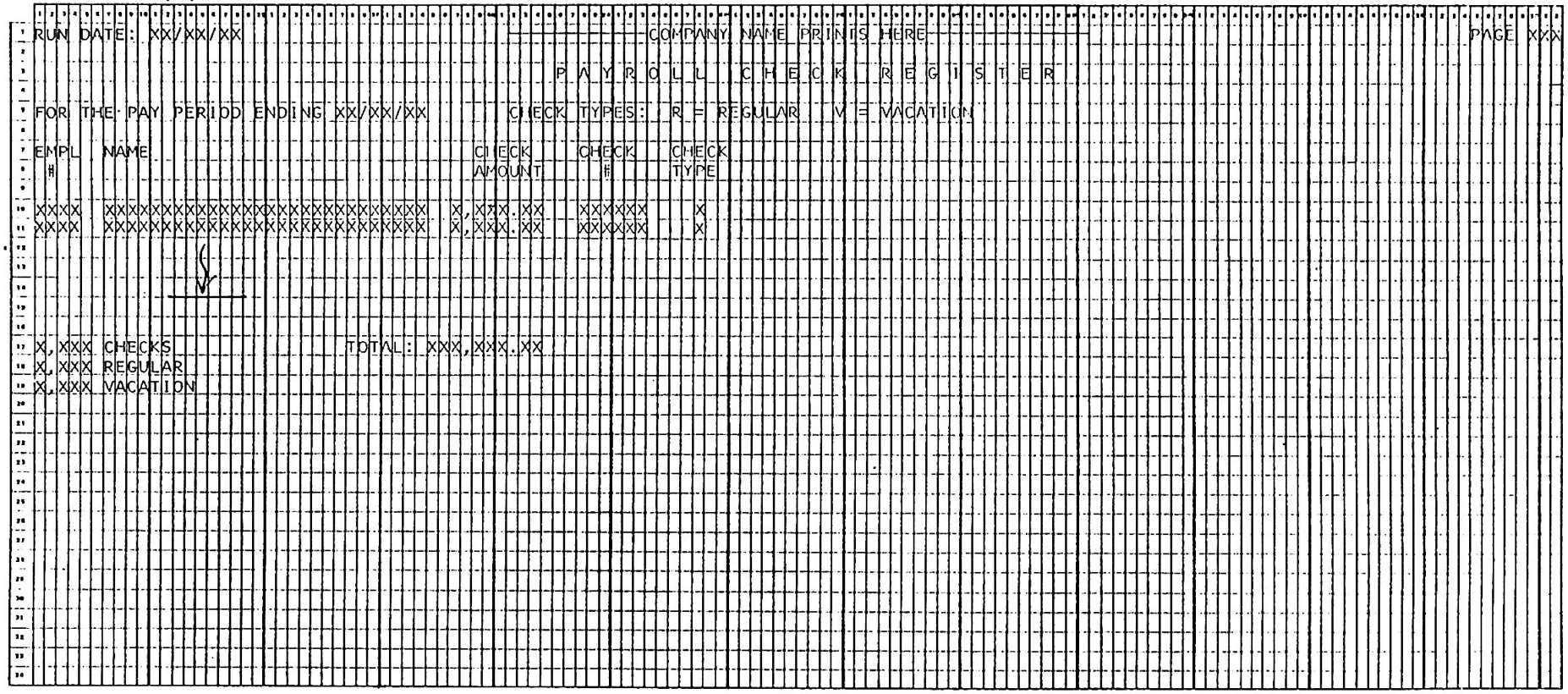

CHECK NO XXXXXX
EMPLOYEE NO
XXXX
HOURS
REGULAR
XXXXXXX
OVERTIME
XXX.XX
HOLIDAY
XXX.XX
SPECIAL
XXX.XX
EARNINGS
REGULAR
X,XXX.XX
VACATION
X,XXX.XX
SICK
X,XXX.XX
XXXXXXX
XXXXXXX
SOCIAL SECURITY NO
XXX-XX-XXXX
VACATION
XXX.XX
SICK
XXX.XX
TOTAL HOURS
XXX.XX
OVERTIME
X,XXX.XX
HOLIDAY
X,XXX.XX
SPECIAL
X,XXX.XX
XXXXXXX
GROSS PAY
XX,XXX.XX
TAXES
FICA
XXX.XX
STATE WITH
XXX.XX
CITY WITH.
XXX.XX
DEDUCTIONS
SAV. BOND
XXX.XX
LOAN
XXX.XX
XXXXXXX
X,XXX.XX
TOTAL DEDUCTIONS
X,XXX.XX
FEDERAL WITH.
X,XXX.XX
STATE
XXX.XX
TOTAL TAXES
X,XXX.XX
SAV. ACCT.
XXX.XX
GARNISHEE
XXX.XX
TOTAL DED. + TAX
X,XXX.XX
YEAR-TO-DATE
GROSS
XXX,XXX.XX
FICA
X,XXX.XX
FED WITH. TAX
XX,XXX.XX
ST. WITH. TAX
XX,XXX.XX
STATE TAX
X,XXX.XX
CITY WITH. TAX
X,XXX.XX
PAY PERIOD
XX
XX/XX
NET PAY
XX,XXX.XX
CHECK DATE
XX/XX/XX
CHECK NO.
123456
AMOUNT OF CHECK
$XX,XXX.XX
PAY TO THE ORDER OF
XXXXXX

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Check Register



REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Savings Bond Register

RUN DATE: XX/XX/XX COMPANY NAME PRINTS HERE PAGE XXX

P A Y R O L L S A V I N G S B O N D R E G I S T E R

FOR THE PAYR PERIOD ENDING XX/XX/XX CHECK TYPES: R = REGULAR V = VACATION

EMPL #	NAME	SOC-SEC-#	CHECK #	CHECK TYPE	BALANCE IN	THIS PERIOD	NET BALANCE	BOND SIZE	# BONDS DUE	BALANCE OUT
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXXXX	X	XXX.XX	XXX.XX	XXX.XX	XXX.XX	X	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXXXX	X	XXX.XX	XXX.XX	XXX.XX	XXX.XX	X	XXX.XX

XXX EMPLOYEES HAD SAVINGS BOND DEDUCTIONS THIS PERIOD FOR A TOTAL OF XX,XXX.XX XXX BONDS DUE

TOTAL AMOUNT OF BONDS DUE: XX,XXX.XX

BALANCE OUT FOR ALL EMPLOYEES ON FILE: XX,XXX.XX

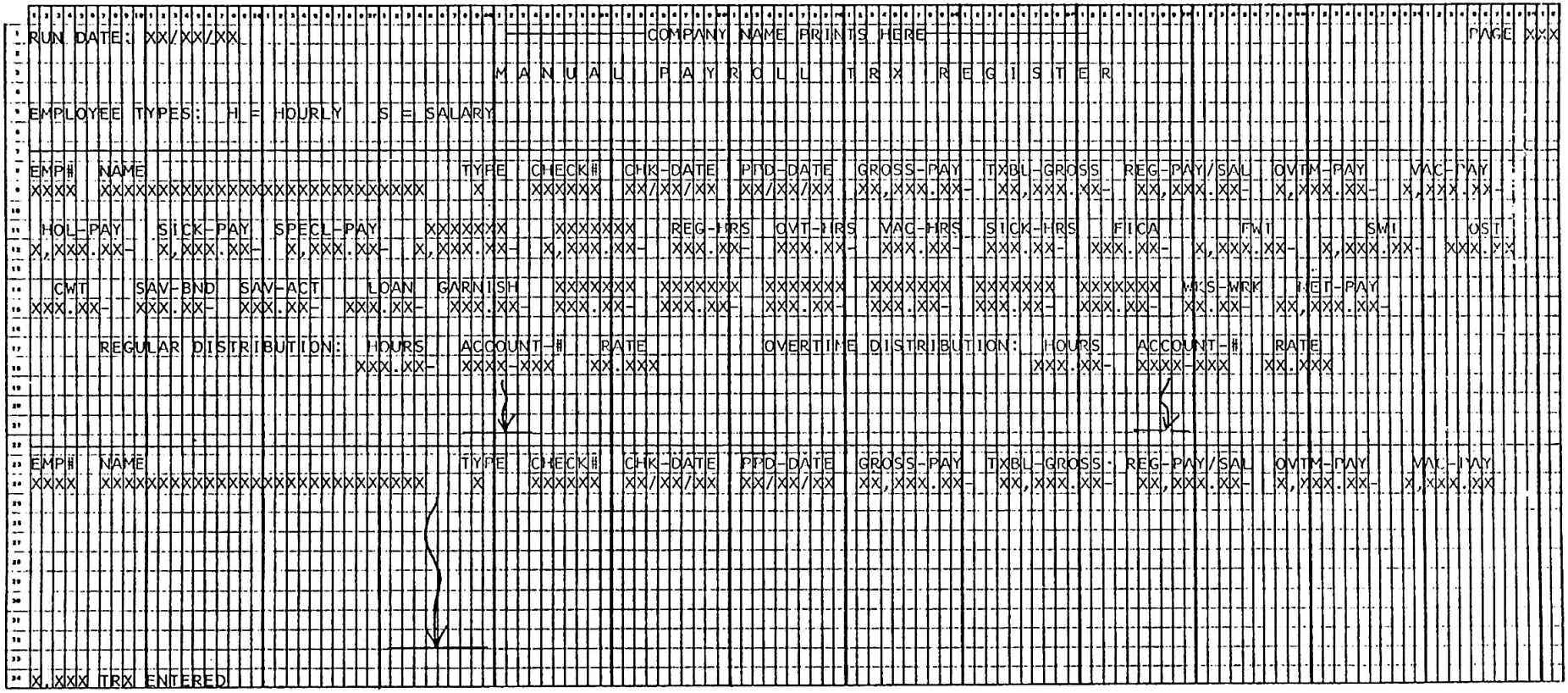
REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Manual Payroll Transaction Register



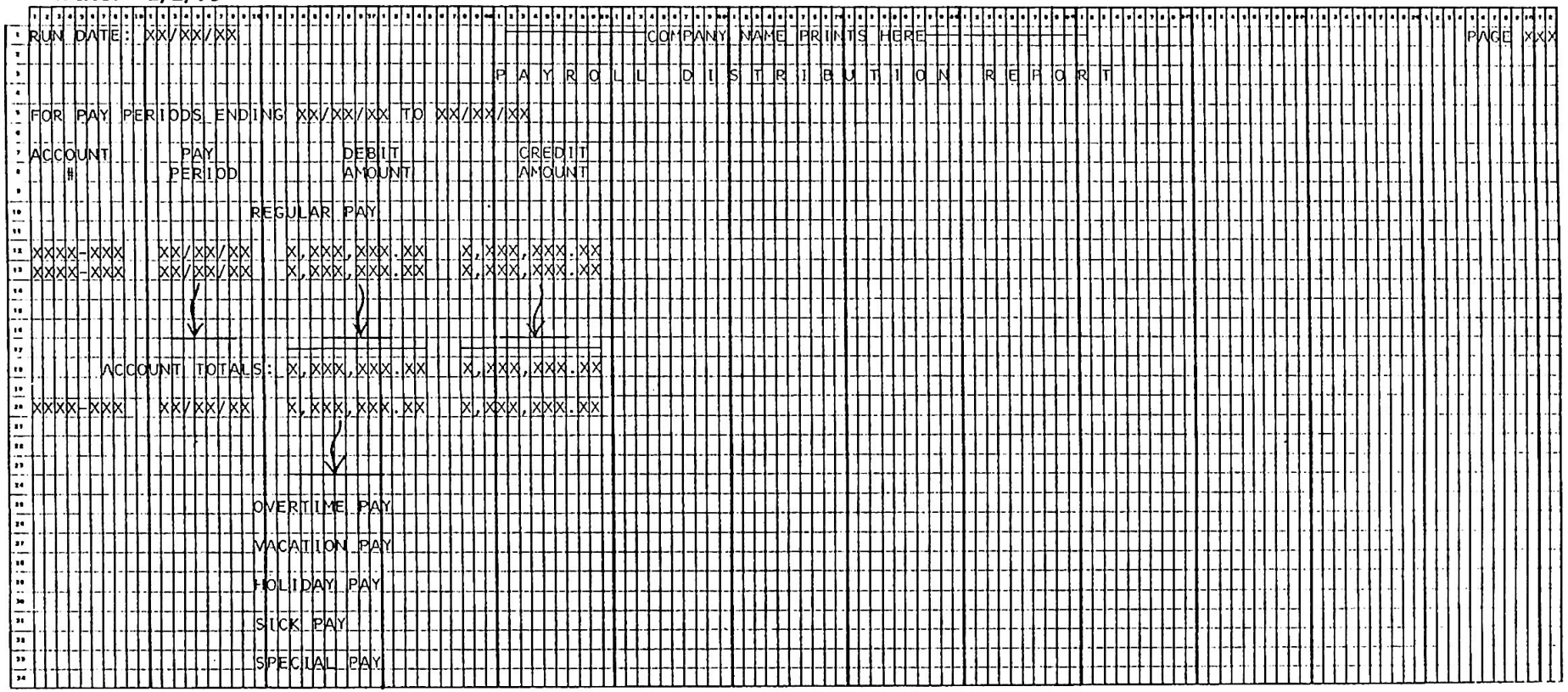
REMARKS FOR SALARIED EMPLOYEES, " % " PRINTS AT LINE 17, COLUMNS 30-34 INSTEAD OF HOURS.
(EXCEPT FOR THE TITLE THIS IS THE SAME REPORT FORMAT FOR "MANUAL PAYROLL EDIT LIST".)

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll Distribution Report



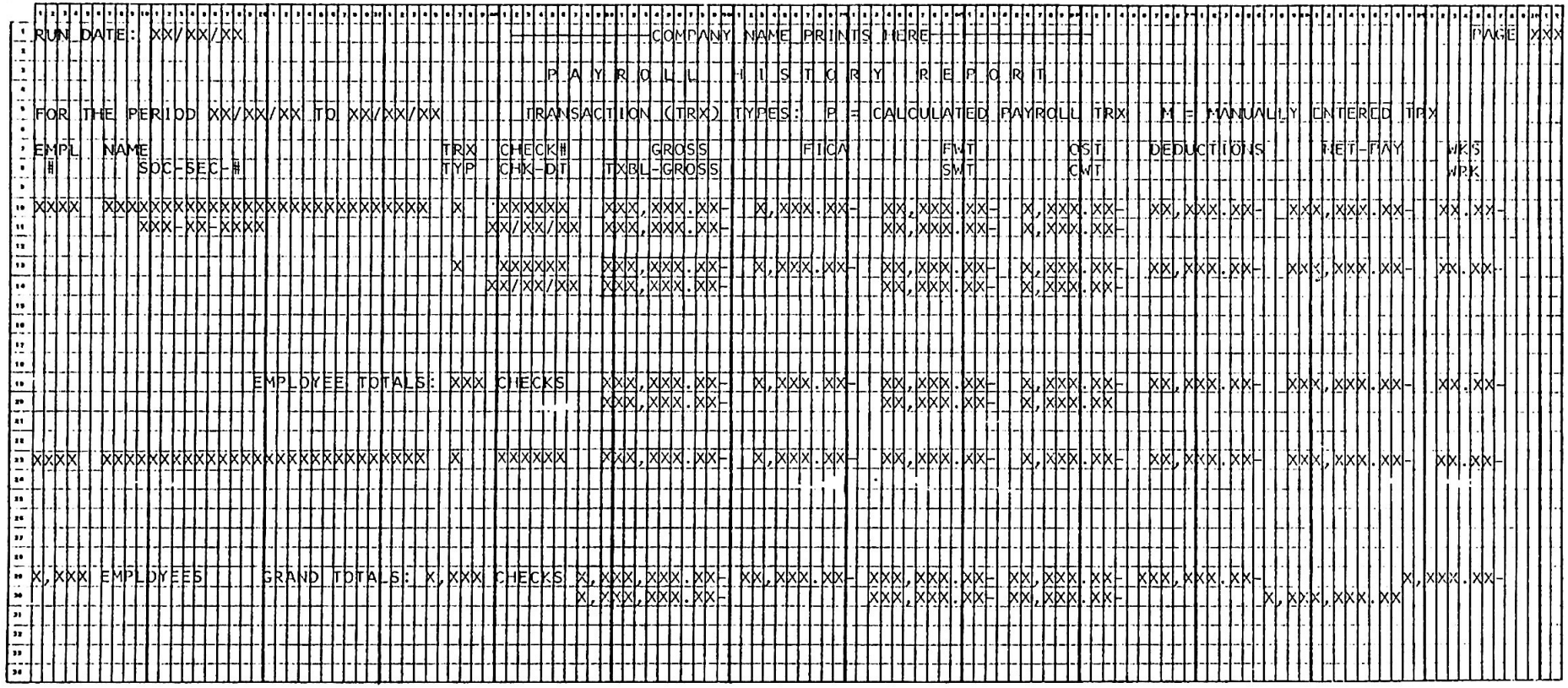
REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Payroll History Report



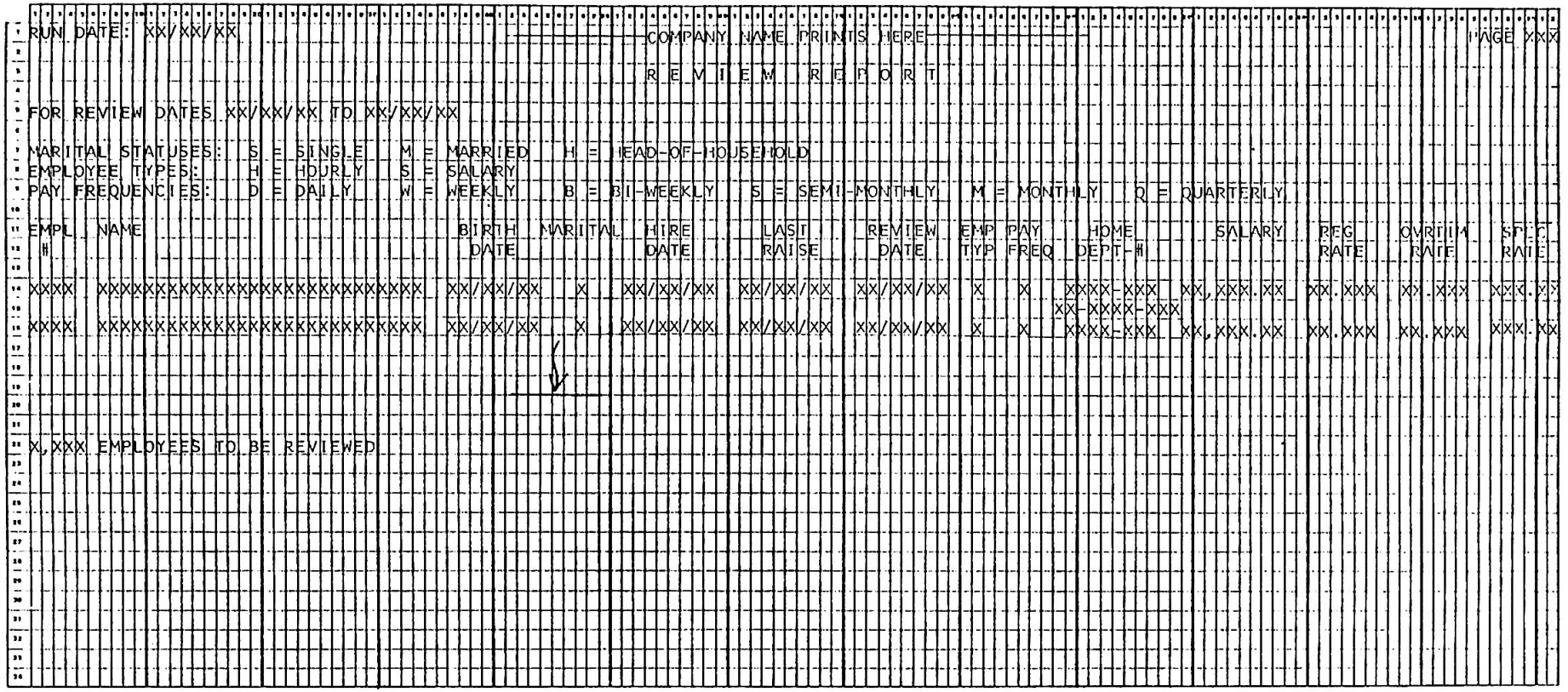
REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Review Report



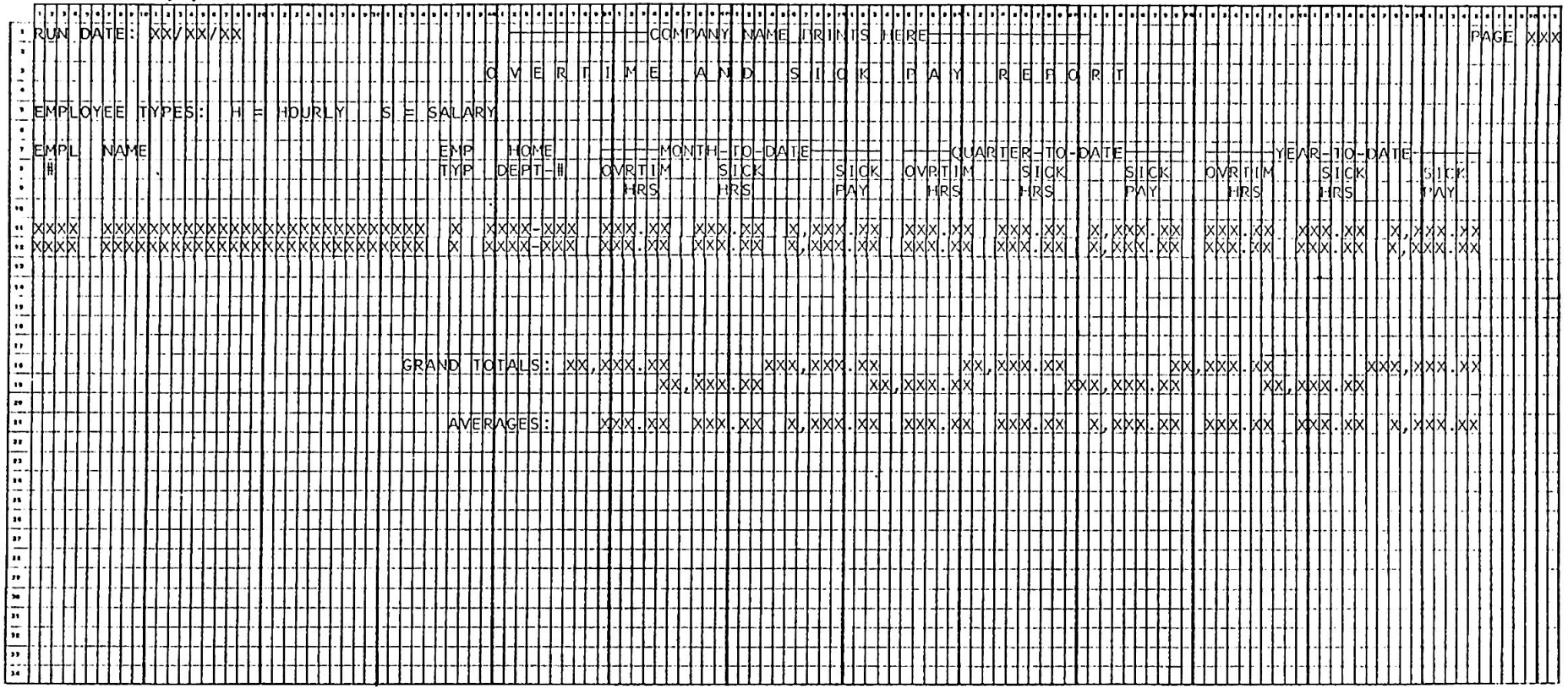
REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Overtime and Sick Pay Report



REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Quarterly Payroll Report

```
RUN DATE: XX/XX/XX                                   C O M P A N Y   N A M E                                   P A G E  I

                                        Q U A R T E R L Y   P A Y R O L L   R E P O R T

FOR THE QUARTER ENDING XX/XX/XX

FEDERAL ID #   XXXXXXXXXXX
STATE ID #     XXXXXXXXXXX
COMPANY NAME   XXXXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS        XXXXXXXXXXXXXXXXXXXXXXXXXX
               XXXXXXXXXXXXXXXXXXXXXXXXXX
               XXXXXXXXXXXXXXXXXXXXXXXXXX

EMPL SOCIAL    NAME                                  FICA          FUI           SUI          TOTAL
SECURITY #                                           WAGES         WAGES         WAGES        EARNINGS

XXX-XX-XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX,XXX.XX     XX,XXX.XX     XX,XXX.XX    XXX,XXX.XX
XXX-XX-XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX,XXX.XX     XX,XXX.XX     XX,XXX.XX    XXX,XXX.XX

X,XXX EMPLOYEES                        GRAND TOTALS: X,XXX,XXX.XX  X,XXX,XXX.XX
                                                     X,XXX,XXX.XX                 X,XXX,XXX.XX
```

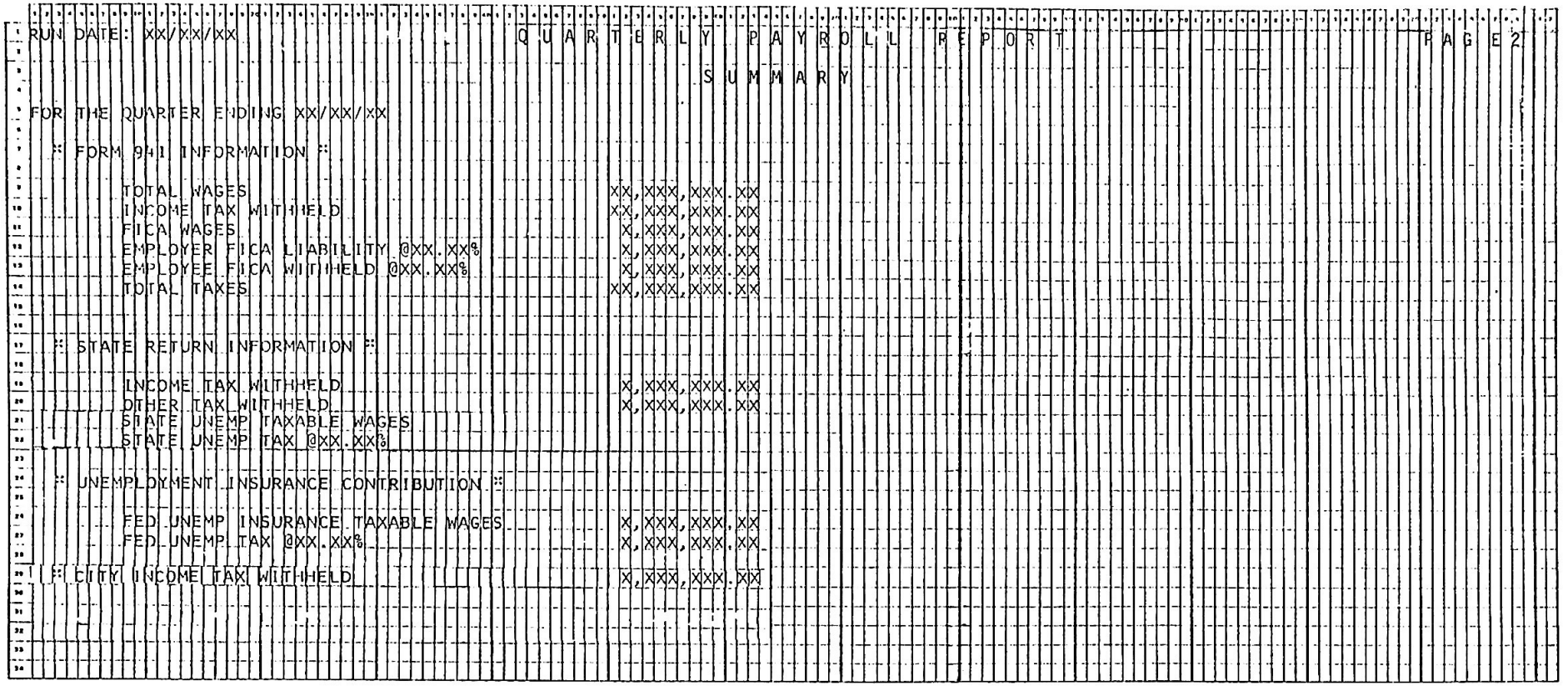
REMARKS _____

REPORT FORMAT

PAYROLL

D-BASIC
Release: 001
Date: 2/1/79

Quarterly Payroll Report



REMARKS _____

SECTION 9
SPECIAL FORMS AND
D—BASIC ERROR TABLES

SECTION 9
SPECIAL FORMS AND
D—BASIC ERROR TABLES

Your Company Name and Address

Check No.

EMPLOYEE NO.	HOURS				EARNINGS				
	REGULAR	OVERTIME	HOLIDAY	SPECIAL	REGULAR	VACATION	SICK		
SOCIAL SECURITY NO.		VACATION	SICK	TOTAL HOURS	OVERTIME	HOLIDAY	SPECIAL		GROSS PAY

TAXES			DEDUCTIONS						
FICA	STATE WITH.	CITY WITH.	SAV. BOND	LOAN					TOTAL DEDUCTIONS
FEDERAL WITH.	STATE	TOTAL TAXES	SAV. ACCT.	GARNISHEE					TOTAL DED. & TAX

YEAR-TO-DATE							
GROSS	FICA	FED. WITH. TAX	ST. WITH. TAX	STATE TAX	CITY WITH. TAX	PAY PERIOD	NET PAY

PLEASE DETACH BEFORE DEPOSITING CHECK

CHECK DATE	CHECK NO.
	001041

YOUR COMPANY NAME

AMOUNT OF CHECK

PAY TO THE ORDER OF

PAYROLL CHECK

SAMPLE

VOID

1 Control number	222	2 Employer's State number

For Official Use Only

3 Employer's name, address, and ZIP code	4 Sub-total ☐	Cor-rection ☐	Void ☐	Make No Entry Here See Note on the Back of Copy D	
	7 Employer's identification number				
10 Employee's social security number	11 Federal income tax withheld	12 Wages, tips, other compensation		13 FICA tax withheld	14 Total FICA wages
15 Employee's name (first, middle, last)		16 Pension plan coverage? Yes/No		17*	18 FICA tips
		20 State income tax withheld		21 State wages, tips, etc.	22 Name of State
19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.	25 Name of locality

Wage and Tax Statement **1978**

COPY A For Social Security Administration
*See Instructions for Forms W-2 and W-2P and back of Copy D

Form **W-2** Department of the Treasury—Internal Revenue Service

1 Control number	222	2 Employer's State number

For Official Use Only

3 Employer's name, address, and ZIP code	4 Sub-total ☐	Cor-rection ☐	Void ☐	Make No Entry Here See Note on the Back of Copy D	
	7 Employer's identification number				
10 Employee's social security number	11 Federal income tax withheld	12 Wages, tips, other compensation		13 FICA tax withheld	14 Total FICA wages
15 Employee's name (first, middle, last)		16 Pension plan coverage? Yes/No		17*	18 FICA tips
		20 State income tax withheld		21 State wages, tips, etc.	22 Name of State
19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.	25 Name of locality

Wage and Tax Statement **1978**

COPY A For Social Security Administration
*See Instructions for Forms W-2 and W-2P and back of Copy D

Form **W-2** Department of the Treasury—Internal Revenue Service

1 Control number	222	2 Employer's State number

For Official Use Only

3 Employer's name, address, and ZIP code	4 Sub-total ☐	Cor-rection ☐	Void ☐	Make No Entry Here See Note on the Back of Copy D	
	7 Employer's identification number				
10 Employee's social security number	11 Federal income tax withheld	12 Wages, tips, other compensation		13 FICA tax withheld	14 Total FICA wages
15 Employee's name (first, middle, last)		16 Pension plan coverage? Yes/No		17*	18 FICA tips
		20 State income tax withheld		21 State wages, tips, etc.	22 Name of State
19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.	25 Name of locality

Wage and Tax Statement **1978**

COPY A For Social Security Administration
*See Instructions for Forms W-2 and W-2P and back of Copy D

Form **W-2** Department of the Treasury—Internal Revenue Service

TABLE 9-1

RUNTIME ERROR CODES & MESSAGES

Error codes under D-BASIC are in decimal notation; under LGO they are hexidecimal.

CODE DEC.	CODE HEX	MESSAGE	F-FATAL N-NONFATAL	MEANING
0	0	none	-	Successful
1	1	COMPILATION	F	Program contains a compile error
2	2	UNDEFINED REFERENCE	F	Reference made to an invalid line number or routine
3	3	SUBSCRIPT	F	Subscript is out of range.
4	4	ARGUMENTS	F	Invalid number of arguments passed.
5	5	RETURN	F	Return with no matching GO-SUB.
6	6	OVERFLOW	F	GOSUB, DEF AND SUB nesting too deep.
7-8	7-8	none	-	Reserved for internal compiler use.
9-18	9-12	reserved		
19	13	END OF FILE	F	Attempt to read past EOF.
20	14	OUT OF DATA	F	An attempt to READ past the end of a DATA list.
21	15	READ DATA TYPE	F	READ data does not match variable type.
22	16	I/O PARAMETER	F	Incorrect I/O parameter.
23	17	I/O FORMAT	F	I/O data does not match variable type.
24	18	USING	F	I/O using statement with invalid image statement.
25	19	IOLIST	F	An invalid IOLIST statement encountered.
26	1A	INVALID I/O	F	I/O statement is invalid on the OPENED lfn.
27	1B	FILE NOT OPEN	F	OPEN request on an lfn not OPENed.
28	IC	FILE ALREADY OPEN	F	OPEN request on an lfn already OPENed.
29	1D	FILE NONEXISTENT	F	Directory command on a non-existent file.
30	1E	FILE ALREADY EXISTS	F	Attempt to ALLOCATE a file that already exists.
31	1F	WRITE PROTECT	F	Attempt to write a WRITE PROTECTED file.
32	20	INSUFFICIENT SPACE	F	Not enough space available for ALLOCATE.
33	21	RECORD NOT FOUND	F	ISAM record specified not found.
34	22	DUPLICATE KEY	F	Attempt to add a duplicate key to an ISAM file.
35	23	MAX RECORDS	F	ISAM index file is full.

TABLE 9-1 (Continued)

DEC.	HEX			
36	24	ESCAPE	F	The ESC key has been typed by the operator.
37	25	TOO MANY FILES	F	Attempt to OPEN more than 16 logical files.
38-49	26-31	reserved		
50	32	INPUT SIZE	N	Numeric input data out of range. Set date to maximum value.
51	33	NONE	N	Numeric value exceeds the format spec. No message printed.
52	34	NUMERIC UNDERFLOW	N	Underflow during expressions evaluation. Sets value to zero.
53	35	NUMERIC OVERFLOW	N	Overflow during expression evaluation. Sets value to machine infinity.
54	36	DIVIDE BY ZERO	N	Division by zero. Sets value to machine infinity.
55	37	SQR	N	Square root of a negative number. Sets value to root of absolute value.
56	38	LOG	N	Logarithm of zero or negative number. For zero the value is set to negative machine infinity. For negative the result is the LOG of the absolute value.
57	39	POWER	N	A negative number raised to a nonintegral power or zero raised to a negative power. Results are minus the power of the absolute value and machine infinity, respectively.
58	3A	reserved	N	
71-101	47-65	UNDEFINED	F	

Table 9-1 (Continued)

DEC	HEX	
102	66	Invalid parameter - This is a catchall for the system routines; it says BASIC's done something very wrong.
103	67	Function error. Much the same situation as 102.
104	68	I/O error. Associated with HARD DISKETTE ERRORS.
105	69	Diskette directory error. This is the same as 104, but it indicates that the file directory has the error. This will also if it's in a "not ready" condition.
106	6A	Unit unavailable. You tried to access a non-existant diskette unit.
107	6B	LFN unavailable. You've got a file with the LFN (Logical File Number) already open, and you're trying to open another file with the same LFN.
108	6C	File unavailable. Someone has a file open with exclusive access, and you've tried to open it yourself.
109	6D	File not found. It doesn't exist on the unit specified.
110	6E	Attempt to open with write on a protected file.
111	6F	Open request does not match format. You tried to open a variable length record file in update mode, or to open an ISAM file with an OPEN.
112	70	LFN not open. The file you're trying to read or write isn't open.
113	71	Same as 110, but deals with CLOSE delete, truncate, etc.
114	72	Record length disagrees with count. You'll usually see this one surface as an I/O FORMAT ERROR. You've tried to read in more than your variable list will allow.
115	73	You tried to RREAD or RWRITE on a variable length record file.
116	74	Illegal read. You have this file open for write or write with extend, and are trying to read it. Close it, and reopen it for read.
117	75	End-of-file. You will always see this one as an END OF FILE ERROR.
118	76	You're trying to write to a file that's open for READ.
119	77	Duplicate filename. You're trying to allocate a file that's already on the diskette. Delete the old one first.
120	78	Directory full. You can't fit any more files on the diskette.

Table 9-1 (Continued)

DEC.	HEX	
121	79	Insufficient file space available.
122	7A	File already unlocked. In response to an UNLOCK request (random I/O only,) you tried to unlock an unlocked file.
123-126	7B-7E	System loader errors. An attempt has been made to load an illegal binary file (i.e., LGO was chained to, or a load was attempted of, an uncompiled file).
127	7F	Insufficient buffer space for open . . . too many files open at once.
128-140	80-8C	Unassigned

The following deal only with ISAM files.

141	8D	Directory error. Same as a 105, but on an ISAM file.
142	8E	Unit available. Same as a 106.
143	8F	Duplicate filename. Same as a 119.
144	90	No directory space. Same as a 120.
145	91	No diskette space. Same as a 121.
146	92	Not ISAM file, or file not open for ISAM. You either: (a) Tried to IOPEN a non-ISAM file, or (b) Tried to do an ISAM operation on a file you OPENED, instead of IOPENED.
147	93	Requested record not found. You tried to IREAD, and no record has the key value you specified.
148	94	Duplicate key. You can't IWRITE a record having the same key value as one already in the file.
150	96	End of file. You either IWROTE or INEXT-ed the last record.
151	97	Wrong length record. Should be an I/O FORMAT ERROR. You tried to IWRITE, IREWRITE, IREAD or INEXT a record longer or shorter (depending on the operation) that you had allocated variable space for.
152	98	Wrong length key. Except for an IREAD, your key must be exactly the same size as you've declared.
153	99	File locked by another terminal.